

PRIVACY NOTICE – Housing Customer and Building Services (HCBS), Empty Homes Project

Our Contact Details

Name: Empty Homes Officer, Grace Lummi - emptyhomes@westlothian.gov.uk

Address: West Lothian Council Civic Centre

Phone Number: 01506 280000

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

- a) We have a legal obligation.

Under data protection law, the lawful basis we rely on for processing most of this information is: We have a legal duty to reduce homelessness <https://www.gov.scot/policies/homelessness/>

We only keep information about you for as long as required. The table shows what information we collect, and how we manage this.

For this activity:	We collect	From	Reason	Information retention	We will share this with
Empty Homes Identification	Name, Address, Contact Information	Council Tax; Members of the Public;	To identify empty homes within West Lothian Council. Contact will be	6 years after last use	No one. Information will be collected internally only

For this activity:	We collect	From	Reason	Information retention	We will share this with
		Police Scotland	attempted with owners to provide advice and assistance with the intent of returning those properties to active use.		and is not being shared with third parties

YOUR RIGHTS

Under data protection law, you have rights including:

Your right of access

You have the right to ask us for copies of your personal information.

Your right to rectification

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in limited circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing

You have the the right to object to the processing of your personal information in certain circumstances

Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request contact us using the contact information at the start of this document.

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to keep in contact with you while providing advice and assistance. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also contact:

The Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

The Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 11133