



Privacy Notice – Club Accreditation Scheme

Information held about you

We collect the information on this form; name and contact information including telephone number, email, postal address and position for designated club contacts to process your application.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law. United Online Services will process data on behalf of West Lothian Council via the Active West Lothian website.

How will we use information we hold about you?

We will use the information provided to communicate about the Sporting Grant scheme, club development and accreditation with West Lothian Council, as requested by you.

Who we will share your information with?

Club accreditation information (for swimming clubs only) will be shared with West Lothian Leisure. Club information (website, email address, phone number) will be used for promotional purposes by West Lothian Council.

How long do we keep your records?

We keep the information collected in this form for 18 months. Contact information for sports clubs and organisations is updated annually.

Your Rights

How you can see the information we hold?

You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

How to make changes to your information

It is important the information we hold is correct, if you need to make any changes, please contact us at activewestlothian@gmail.com or phone 01506 280000 and ask for Active Schools and Community Sport.

Who to contact if you need to make a complaint

If you wish to complain about the way your information is held or processed, you can do so by e-mailing EducationCustomerServices@WestLothian.gov.uk or phoning 01506 280000 and asking for Education Customer Services.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. 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](#)