



## **Privacy Notice – Active Schools Participants**

### **Information held about you**

We will collect the information on this form; name and contact information including school, telephone numbers, email, postal address, date of birth and medical conditions 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. Eventbrite will process data on behalf of West Lothian Council via the Eventbrite portal for relevant bookings.

### **How will we use information we hold about you?**

We will use the information to appropriately plan for, and register attendance at, curricular, extracurricular and holiday programme sport and physical activity sessions.

### **Who we will share your information with?**

Information will be shared with local sports clubs and organisations (in the form of registers) where they deliver an activity on behalf of Active Schools.

### **How long do we keep your records?**

Information will be kept for a period of 18 months.

## **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](mailto: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](mailto: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](#)