

Privacy Notice – Celebrating Sport

Information held about you

We collect the information on this form; name and contact information including telephone number, date of birth, sports club membership, email, postal address for both nominee and sponsor. We also collect information specific to the nominee with regards to their sporting performance, in order to process their nomination.

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 Celebrating Sport Awards.

Who we will share your information with?

Information contained within Celebrating Sport nominations are shared with a panel made up of representatives from West Lothian Council, sportscotland and the West Lothian Sports Council.

How long do we keep your records?

Non-successful applicant information will be kept for a period of 2 months.
Successful applicant information will be kept for a period of 6 years

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](#)