



## **Privacy Notice – Kirkton Park Community Tennis Courts: Membership**

### **Information held about you**

We will collect the information on this form; name and contact information including telephone number, email, postal address, date of birth and gender 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.

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

We will use the information provided to process the Kirkton Park Community Tennis Court Membership application. Clubspark will process data on behalf of West Lothian Council via the Clubspark website.

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

Information on applicants will be shared with Clubspark who provide the booking system on behalf of West Lothian Council. Information is also shared with Kirkton Park Tennis Club to ensure their members hold a facilities membership with West Lothian 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](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](#)