



## **Privacy Notice – Active Schools and Community Sport: Volunteer**

### **Information held about you**

We collect the information on this form; name and contact information including telephone number, email, postal address, date of birth, PVG status, educational establishment and course 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 communicate about volunteering opportunities within schools and community organisations, as requested by you.

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

Information for successful applicants will be shared with our accredited and verified sports clubs and organisations who work in partnership with Active Schools and Community Sport. Details of successful applicants may also be used for promotional purposes by 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](#)