

Privacy Notice – HR Services – Elected Members – Payments

Information held about you.

West Lothian Council will hold the following personal information on elected members for the purposes of payment of allowances

- Full name
- Home address and phone number (including previous address history and mobile number)
- Gender
- Marital status
- Next of kin/emergency contact details
- Date of birth
- National Insurance Number
- Payroll Reference Number
- Bank details
- Details of all payments (including tax, national insurance and pension contributions where applicable)

Who is processing my information?

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?

Personal information held by West Lothian Council, in relation to the Elected Members payments will be used in the following ways:

- To make payments to you, including rectifying any under or over payments
- To ensure correct tax, national insurance and pension contributions (where applicable) are applied
- To fulfil duty to report on payments made to elected members
- For fraud prevention

Who will we share your information with?

We will share your personal information with:

- HMRC
- Lothian Pension Fund
- Details of remuneration will be reported annually to committee and published on the council's website

The council is required by law to protect the public funds it administers, and we therefore participate in the National Fraud Initiative (NFI) data matching exercise. This exercise is managed by Audit Scotland to prevent and detect fraud and therefore we are required to share specific data to them. This includes personal information such as date of birth, NI number, gender, home address, personal contact details, bank details as well as all payments and pension details administered through our payrolls during the period requested. This is necessary to comply with GDPR Article 6(1)(c). If you wish further information about the NFI please see the NFI privacy notice <https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative>

How long do we keep your records?

The length of time we keep your records will depend upon the precise nature of the information in question. Information published in council and committee minutes will be retained for a period of 6 years from the date of the meeting following which it will be archived. All other information will be retained for a period of 6 years following the end of your service as an elected member.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email dpo@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.