

# West Lothian Integration (IJB) Joint Board Privacy Notice (How we use your information)

If you choose to provide your personal information, this will:

- a) enable us to keep in touch to tell you about the work of the West Lothian IJB and our Locality Plans
- b) contact you to seek your views on adult health and social care services in West Lothian
- c) let you know when we hold information events or events seeking your views

## Who is responsible for your information?

All personal information is held and processed by West Lothian Integration Joint Board in accordance with data protection law.

## What Information do we need?

West Lothian Integration Joint Board may collect the following personal information about you, should you provide it: Your name and email address. All other data collected as part of surveys or consultations is anonymised and will not be linked to your name or email address when we store it, for example, your age or disability status.

## Why do we need your information?

We are collecting this information to allow us to engage with you on an ongoing basis to seek your views on adult health and social care in West Lothian and to tell you about the work of the Integration Joint Board.

## Who will we share your information with?

Your personal information will be made available to those members of staff who need to see it in order to contact you. These staff are employed by NHS Lothian and West Lothian Council and they support the work of the West Lothian IJB. We will not share your information for any other purpose or with any other third party.

## How long do we keep your information?

We will keep personal details and records of any enquiries for five years.

## Your rights and how make requests in relation to your information

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 erased. If you have any questions or concerns about how your information is used or if you wish to request your records, you will need to put this in writing and provide proof of identification to:

Data Protection Officer, West Lothian Integration Joint Board, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Alternatively email – [IJBDPO@westlothian.gov.uk](mailto:IJBDPO@westlothian.gov.uk)

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.