West Lothian Council

Who is collecting this information?

The request for this information is by West Lothian Council, Education Services – Planning and Information unit.

How will we use the information?
The information collected in this form will allow us to forward plan educational provision and/or to allocate an educational place to your child in West Lothian in terms of our legal duty.

How will we store this information?
The information will be stored in secure systems, which only authorised staff can access.

Who will we share it with?
The information you provide will only be used in the planning and provision of an educational place for your child, including any council managed travel requirements. The information will be shared with the relevant educational establishment at the point when a place has been allocated.

How long will we keep it for?
After your child begins secondary school, the information will be kept under Data Protection law for a further 6 academic years.

Your Rights

How can you 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, you can update your data in Admit our pupil placement system, or e-mail PupilPlacement@WestLothian.gov.uk or fill in the on-line form at https://www.westlothian.gov.uk/ADDINFOPUPILPLACEMENT or phone 01506 280000 and ask for Pupil Placement.

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 by 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