



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

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## Notification of New Grazings Committee

***Please read Privacy Notice on page 4***

<b>Name of Common Grazings:</b>	
<b>Parish:</b>	

### **Details of Meeting**

Date of Meeting:	
Venue:	

### **Advertising**

#### **Notices Posted Locally**

Where were notices posted in the locality of the common grazings?	
Dates notices were displayed:	

*Please Note: If notices were posted, a new committee can only be registered if the meeting was held before the term of office that the current committee expired*

#### **Newspaper Advert**

Name of Newspaper in which the notice(s) was advertised:	
Date notice(s) appeared in newspaper:	

*Please enclose the specific page from the relevant newspaper(s) when returning this form, clearly showing the date of the advert*

## THE NEW GRAZINGS COMMITTEE

Please enter in **CAPITAL LETTERS** details for each member of the new Committee.

### Committee Members

<b>Name</b>	<b>Role of Individual Members</b> (e.g. member, chair)	<b>Postal Address</b>	<b>Postcode</b>

### Grazings Clerk

Name:	
Postal Address:	
Post Code:	
Telephone No:	
E-mail Address	

Is the Grazings Clerk a member of the Committee?

YES  NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Grazings Clerk

# NOTICE

## APPOINTMENT OF GRAZINGS COMMITTEE

**NAME OF COMMON GRAZING:** \_\_\_\_\_

A meeting of shareholders for the above common grazings will be held for the purpose of electing a new Grazings Committee.

Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Grazings Clerk)

## PRIVACY NOTICE

The Crofting Commission acts as the 'Controller' of the personal data you provide us with when you complete a Common Grazing form. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information in order to facilitate the processing of your Common Grazing form. Please note that the Commission will be unable to process your form if you do not provide the information requested.

Any data provided by you is part of an open process and may be made available to other parties involved (unless told otherwise). These could include:

- The landlord of the croft
- The owner of the common grazings
- The area assessor
- Any member of the local crofting community
- Any other person with a significant interest
- Third Party Organisations – *RPID (Rural Payments & Inspections Directorate) and the Registers of Scotland.*

Your data will be used to update the Register of Crofts and it may also be released under a Freedom of Information enquiry, subject to any disclosure exemptions under Data Protection Laws.

Your information will be stored in the format received and electronically in the Commission's Crofting Information System (CIS). We will not keep your personal data for any longer than is necessary to complete the relevant processing and in line with our Retention Policy.

If at any point you believe the data we process on you is not accurate, you can request to see it and have it corrected or deleted. If you wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted by e-mailing [DataProtection@crofting.gov.scot](mailto:DataProtection@crofting.gov.scot). Further details on the Crofting Commission's Data Protection Policy can be found at [www.crofting.scotland.gov.uk/data-protection-act](http://www.crofting.scotland.gov.uk/data-protection-act).

For information on submitting a complaint to the Crofting Commission, please visit our website at [www.crofting.scotland.gov.uk/complaints](http://www.crofting.scotland.gov.uk/complaints). For details of how to complain to the Information Commissioner, please visit [www.ico.org.uk](http://www.ico.org.uk).