



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

Great Glen House
Leachkin Road
Inverness IV3 8NW

Taigh a' Ghlinne Mhòir
Rathad an Leacainn
Inbhir Nis IV3 8NW

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Notification of Change of Principal Contact Details

Fios mu Atharrachadh air Prìomh Fhios Chonaltraidh

OFFICE USE ONLY CASE No:

CROFT AND CURRENT CROFTER DETAILS

ALL FIELDS MUST BE COMPLETED

1 I am (tick all that apply):

- A crofter (Please provide croft details at question 2)
- A landlord
- Agent acting on behalf of a landlord or estate(Please provide details at question 3)
- Member of a grazing committee (Please provide details at question 4)

2 As a crofter, please list the crofts you are associated with:

Croft Details

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland
Register Number (where registered):

Main Location
Code (MLC):

Croft Details

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland
Register Number (where registered):

Main Location
Code (MLC):

Croft Details

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland
Register Number (where registered):

Main Location
Code (MLC):

Croft Details

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland
Register Number (where registered):

Main Location
Code (MLC):

Please provide additional croft details on a separate sheet.

3 As an agent, please provide details of the Landlord(s) or Estate(s) you act on behalf of:

Landlord Details

Name of Organisation/Company/Estate:	
Surname:	Title:
Forename(s):	
Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

Landlord Details

Name of Organisation/Company/Estate:	
Surname:	Title:
Forename(s):	
Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

Landlord Details

Name of Organisation/Company/Estate:	
Surname:	Title:
Forename(s):	
Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

Please provide additional Landlord details on a separate sheet.

4 Which grazing committee(s) are you a member of:

Role:

Grazing Name:

Parish:

Role:

Grazing Name:

Parish:

Role:

Grazing Name:

Parish:

5 I would like to amend my:

- Name
- Postal Address
- Telephone Number
- E-mail Address

6 Previous Details

Surname: Title:

Forename(s):

Date of Birth¹:

Main Residential Address:

Postcode:

7 New Details

Surname:	Title:
Forename(s):	
Date of Birth:	
Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	
I agree to communication regarding this application by e-mail	
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

8 Date of Change

Date change is effective from:

Signed _____ Date _____

PRIVACY NOTICE

The Crofting Commission acts as the 'Controller' of the personal data you provide us with when you complete a Regulatory Application. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information in order to facilitate the processing of your application. Please note that the Commission will be unable to process your application 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 tenant / owner-occupier crofter / landlord of a vacant croft
- The proposed tenant/sub-tenant
- The landlord of the croft
- The owner of the common grazings
- The area assessor
- The grazings committee
- The owner of any adjacent non-croft land
- The occupier of any adjacent non-croft land
- 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 addressing it – *For the Attention of the Data Protection Officer*. Further details on the Crofting Commission's Data Protection Policy can be found at 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. For details of how to complain to the Information Commissioner, please visit www.ico.org.uk.



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