

PRIVACY NOTICE – ANNUAL NOTICE

The Crofting Commission acts as the ‘Controller’ of the personal data you provide us with when you complete the Annual Notice. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information, and you are obliged to provide it to us.

Any data provided as part of the Annual Notice may be used to update the Register of Crofts and/or if appropriate investigate and enforce any Breach of Duty/Duties. It is for the use of the Crofting Commission.

However, where we investigate a Breach of Duty/Duties, we may share your personal data with the Scottish Government’s Rural Payments and Inspections Directorate, and must, if you are a crofter and enforcement action is taken, provide the landlord of the croft with certain personal data.

When used for statistical purposes, personal data will not be released. The Annual Notice letters are issued on the Commission’s behalf by an external contractor. This processing is done adhering to strict data protection protocols.

Your information will be stored electronically in the Commission’s Crofting Information System (CIS). We do not release information from this database to any other organisation for marketing purposes. 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. We will not usually release the personal data you supply on for the Annual Notice if we receive a Freedom of Information Request for it, because we consider it to be of the highest importance to protect your personal information. In addition, personal data is exempt from disclosure where such disclosure would contravene any of the data protection principles. However, every Freedom of Information request must be considered on a case-by-case basis. It is important that the information we hold is accurate.

Completing the Annual Notice helps to keep your personal information up to date. If you believe the information that we hold about you is not correct, please let us know by email to info@crofting.gov.scot.

Privacy Notice

For full details of the Crofting Commission’s Privacy Policy, please visit our website at www.crofting.scotland.gov.uk/openness-and-customer-care

How to Complain

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.

Email our Data Protection Officer at DataProtection@crofting.gov.scot

Data Protection Policy

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 by clicking the link to the [Privacy Notice | Crofting Commission](#)

Information Commissioner's Office

For details of how to complain to the Information Commissioner, please visit www.ico.org.uk or by clicking the link to [Information Commissioner's Office \(ICO\)](#)