

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 (Crofting Census). Under the Crofters (Scotland) Act 1993 we are obliged to collect this information, and you are obliged to provide it to us.

We use an external company to distribute the Crofting Census and to receive paper copies of the Returns.

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 but 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.

Your information will be stored in the format received and electronically in the Commission's Crofting Information System (CIS); we do not release 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 would not usually release the personal data you supply on the crofting census form if we receive a Freedom of Information Request for it, because we deem it of high importance to protect your personal information and because 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 Crofting Census helps to keep your personal information up-to-date. If you believe the information that we hold on you is not correct, please let us know by recording this on the Census Amendments sheet.

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

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 emailing 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.

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.