

Local pilots project Privacy Notice

Your privacy

Please read this Notice carefully to understand our practices regarding your personal information. We may update this Notice from time to time so please check it regularly. If there are any significant updates we will inform applicants directly. By using our website you accept the conditions set out in the Notice.

Who we are

Crown Estate Scotland (Interim Management) (referred in this Notice as “Crown Estate Scotland”) is tasked with managing assets that stretch the length and breadth of Scotland, including agricultural and forestry land, most of the seabed, just under half of the foreshore and some commercial property.

Through working with others, we aim to innovate with land and property to create prosperity for Scotland and its communities.

All our revenue profit goes to Scottish Government. Our 2017-20 [corporate plan](#) and 2018-19 [business plan](#) details our priorities and objectives, and our [Framework Document](#) sets out our functions, duties and powers

How we collect personal information

We collect information from you via online application forms, email communication, letters or information provided in other ways.

We also gather information about our website usage. Our Cookies policy can be viewed [here](#)

What data we collect and why

We need personal information in order to allow us to receive applications for participation in the local pilots project; to review, assess and process applications; to award projects to successful applicants; and to monitor the progress of the successful applications. Crown Estate Scotland has a legitimate interest to process data relating to applications and will have a contractual basis for processing data relating to the projects awarded to successful applicants.

When we process information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law. We will not use your personal data for activities where the impact on you overrides our interests (unless we are required or permitted to by law).

When you apply to participate in the Local Pilots Scheme some of the following information may be collected and stored. Initial information is collected at Stage 1 and further information is required at Stage 2 and in the due diligence and implementation phases that follow.

- Your name, address and full contact details (including email address, telephone number(s) and IP address)
- Evidence of identity as part of the due diligence process
- Details relating to bank accounts and your organisation’s status

- Accounts/financial information
- Further collected will be during the project lifetime. The nature of this importation depends on the type and scale of project. More detail on this will be provided in due course.

We may use your information to :

- Assess and process applications
- Administer successful applications
- Keep a record of our relationship with you
- Seek your views on the work of Crown Estate Scotland (although you are not obliged to respond)
- Comply with applicable laws and regulations and to respond to requests from statutory agencies
- Report to Scottish Ministers on the local pilots project and the outcomes of it
- To invite you to attend events relevant to the work of Crown Estate Scotland and/or the [local management pilot project]
- To send you relevant updates about the work of Crown Estate Scotland.

Who has access to your information

Your information is accessible by Crown Estate Scotland staff and Board members who are bound by appropriate policies and procedures to protect your information.

We do not sell your personal information under any circumstances. We may share your information:

- With our service providers (such as solicitors, managing agents and auditors) who are authorised to work on our behalf
- With the Scottish Government
- With the Scottish Government's Stakeholder Advisory Group on the Crown Estate
- If you have agreed that we may do so
- As required or permitted by law (for example, with HMRC)
- With other parties e.g. local newspapers or elected politicians, if it is required in the course of our normal communications activity

If Crown Estate Scotland's functions or some of them were to be transferred to another body, or Crown Estate Scotland merged with another body, your personal data may also need to be transferred to that body.

Protecting your data

The personal data we collect from you is stored on information technology systems owned and operated by Crown Estate Scotland, or by verified third parties. All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet or email is not completely secure and, although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted over the internet to our site or by email; any transmission is at your own risk. Once we have received your information, we will use all necessary procedures and security measures to try to prevent unauthorised access.

Retaining information

We will only hold information collected in relation to the local pilots project while there is an ongoing business need or a regulatory requirement to retain the information.

If your application for a local pilots project is unsuccessful, information you have provided will not be kept beyond the period for appeal.

If your application for a local pilots project is successful, information you have provided will be kept for the duration of the projects and for a period afterwards to ensure we can evaluate and record the projects activities.

Your rights

Under EU and UK data protection law you have the following rights in relation to your personal information:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

If you would like to exercise any of these rights then please email dataprotection@crownestatescotland.com. In limited circumstances, we may legally refuse your request but if we do so, we will let you know the reason.

If you have any concerns or complaints about the way we handle your personal data, you have a right to raise a complaint with the Information Commissioner's Office. Their website contains details of how to make a complaint: <https://ico.org.uk/>

However, we would welcome an opportunity to deal with the issue in the first instance, if you wish to contact us at: dataprotection@crownestatescotland.com.

Review

We keep this Notice under regular review. This Notice was last updated on 25 June 2018.