

Privacy notice

The Rural Payments and Inspections Division (RPID) is the part of the Scottish Government which has the most direct dealings with Scotland's land managers, including processing grant applications and payments, carrying out inspections, plant health visits and estate management.

The Scottish Government has a legal duty to keep the conditions of:

- the Data Protection Act 1998
- the Freedom of Information (Scotland) Act 2002 (FOISA)
- the Environmental Information (Scotland) Regulations 2004 (EIR)

This privacy notice tells you what to expect when the RPID collects personal information.

How we use your information

We will use the data you have provided primarily for the purpose of processing this application. The information gathered is required in order to assess eligibility for support under the Croft House Grant (CHG) and so that applications can be prioritised to support those most in need of assistance.

Data may also be used for:

- auditing compliance with the rules of these grant arrangements
- statistical purposes, not identifying individuals, which may reduce the need for some statistical data collection

The Scottish Government will destroy any records containing your personal data after the recovery period for the grant (i.e. 10 years).

It is the policy of Scottish Ministers to share relevant data, including historical data, that is held on your business for legitimate purposes and when required to do so and also to share relevant data on FOISA and EIR when it is in the public interest.

It is a legal requirement for Ministers to release headline information on grants provided under the CHG. To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000.

In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the

form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

We will protect personal data we receive in line with the Data Protection Act 1998.

Access to personal information

You can find out if we hold any personal information about you by making a 'subject access request' (SAR) under the Data Protection Act.

To request any of your personal information held by the RPID please email the Scottish Government Data Protection team at dpa@gov.scot or write to us at the address provided below. If we do hold information about you, you can ask us to correct any mistakes by contacting us using the same contact details.

Data Protection and Information Asset team
V Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 8 March 2016./

How to contact us

If you would like further information regarding how your information is used, please contact

CHG Branch
Croft House Grant
The Business Centre
Crossapol
Isle of Tiree
PA77 6UP
Email: CHGS@gov.scot