

# **Agricultural Rural Engagement and Communications - Privacy Statement**

## **General Information**

This privacy statement provides details on how Scottish Government will store and use the data we are collecting from you and why we are collecting it. This is to reassure you that your personal information is being shared appropriately within the Scottish Government for the purposes outlined below.

When we process your personal information, we promise to:

- make sure you know why we need it
- only ask for what we need, and not collect too much or irrelevant information
- make sure it is accurate and up to date
- let you know if we share it with other organisations, unless we have a legal obligation to pass it on without telling you
- protect it and make sure nobody has access to it who shouldn't
- make sure we don't keep it longer than is necessary

## **The type of personal information we collect for all types of data collection, processing and communications:**

- Names (business and individual), address, postcode, telephone numbers, contact details, including e-mail addresses
- Bank details for Grant Payments

## **How we get the personal information and what we do with this information**

Most of the personal information we process is provided to us directly by you, however we also collect information about you when you visit our website, and when you interact with our pages. We use this information to improve the site by monitoring how you use it.

We will use your data to provide you with relevant updates and information. This may include industry communications we believe may be useful to you or may impact on your business or club, such as signposting to support services or changes to guidance. Your information will also be used to improve our service and for future Government research.

## **Who we share your information with**

Your enquiry may need specialist advice and will be passed to the relevant team for consideration and input.

In some circumstances we will share your information with other organisations. When we do that, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

We will not:

- sell or give your data to third parties
- share your data with third parties for marketing purposes

## **How we will store your data**

When we process your personal information or save your data, we will protect it to ensure that nobody can access it unless they need to. We will also ensure that we do not keep it longer than is necessary, for the purpose it was collected and that all-personal data will be held and disposed of in a safe and secure manner.

Data is input, stored and processed virtually on our corporate record keeping system, eRDM (Electronic Records and Document Management System). Our electronic records are retained in accordance with the eRDM retention policy. The Scottish Governments Records Management Plan can be viewed by clicking this [link](#).

### **UK General Data Protection Regulation (UK-GDPR) - Lawful Basis**

This data is collected and processed on the basis of your consent to do so for the purposes outlined above.

We process your personal information because:

- you have given us clear consent for us to process your personal data for a specific purpose
- processing is necessary for compliance with a legal obligation that applies to us
- processing is necessary to protect your (or some else's) life
- processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law

Further Information for Seasonal Agricultural Workers and Farmers can be found on SASA's website [here](#)

### **Your Rights**

Your agreement to the provision, storage and processing of your personal data is entirely voluntary, and you are free to withdraw your consent to the retention and processing of your data at any time. You can withdraw your consent by writing to us at [ruralengagement@gov.scot](mailto:ruralengagement@gov.scot).

Your data protection rights can be found at this [link](#).

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to the Rural Engagement Team at [ruralengagement@gov.scot](mailto:ruralengagement@gov.scot).

If you have concerns about our compliance with data protection laws, please contact our Data Protection Officer in the first instance at [DataProtectionOfficer@gov.scot](mailto:DataProtectionOfficer@gov.scot). They will look into the concerns you have raised and provides the response.

If you are not satisfied with the DPO's response you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO are the supervisory authority responsible for data protection in the UK. You can contact the Information Commissioner at:

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

### **Changes to this privacy notice**

We keep our privacy notice under regular review to make sure it is up to date and accurate. If this privacy notice changes in any way, we will let you know.