



Data Protection and Privacy Policy Statement

Smallholding Scotland is Scottish Charitable Incorporated Organisation and is registered with the Scottish Charity Regulator (OSCR). This policy tells you what to expect when Smallholding Scotland collects personal information. Any personal information collected by Smallholding Scotland will be used in accordance with the Article 6(1)(f) of the General Data Protection Regulations.

Smallholding Scotland seeks to ensure that the information published on its website is up to date and accurate. However, the information on the website does not constitute legal or professional advice and Smallholding Scotland cannot accept any liability for actions arising from its use.

1. When we collect information and how we use it

We collect information in a very limited number of ways:

- when you apply to join Smallholding Scotland as a member
- when you make changes to your Smallholding Scotland membership
- when you make a complaint or enquiry
- when you subscribe to our newsletter or request information from us

We use information for the following purposes:

- to accurately maintain a record of our members
- to develop a regime of proactive monitoring of our members' needs and interests
- to encourage and facilitate compliance and best practice within our organisation
- to inform research into the smallholding sector in Scotland.

We delete information in a timely manner:

- when you inform us you no longer wish to be a member of Smallholding Scotland

We store and maintain information:

- on a secure database

- accessed by a limited number of elected officials and only in the normal course of their duties as office bearers of Smallholding Scotland

Newsletter and email alerts

Information gathered on this form is used for the following purposes:

- maintaining an accurate mailing list of members and interested parties
- sending copies of the newsletter
- sending email alerts and updates about Smallholding Scotland and related matters.

Any personal data you provide when signing up for our newsletter and email alerts will only be used for that purpose. This information will not be passed to any third parties.

2. When we share the information we collect

The information collected by Smallholding Scotland may only be shared with other bodies where permission for the sharing of that data has been sought prior to it being shared.

We will publish a list of the organisations with which we have agreements and may share information when necessary. We ensure that information is shared in a manner that is efficient, proportionate and fully in compliance with the Human Rights Act 1998, the Data Protection Act 1998, Article 6(1)(f) of the General Data Protection Regulations and the Freedom of Information (Scotland) Act 2002.

3. How we use cookies

Cookies are small text files placed on your computer to store data used by the websites that you visit. They are used to make websites work more effectively and to provide certain information to the site owners.

To find out more about cookies and how to manage or delete them visit:

www.aboutcookies.org.

Smallholding Scotland's **Cookies Statement** explains the cookies that are used on the Smallholding Scotland website and why Smallholding Scotland does not collect any personal information via the cookies on our website.

4. Access to your information held by Smallholding Scotland

The Data Protection Act 1998 (DPA) gives you rights to access your own personal information. The UK Information Commissioner's office (ICO) enforces and oversees the DPA. Further information about the DPA is available on the ICO's website:

www.ico.org.uk.

If you wish to make a request to Smallholding Scotland under the DPA, you should do so in writing to:

Data Protection and Freedom of Information Officer
Smallholding Scotland
Dalmore
Station Road
Barry
Angus
Dd7 7RS

All Subject Access Requests (SARs) incur a charge of £10.00. This can be paid by cheque (please make cheques payable to Smallholding Scotland).

We will need you to supply proof of your identity, for example:

- a photocopy of the identification pages of your current passport or
- a photocopy of a current photo driving licence, and
- a copy of a current utilities bill, or credit card or bank statement that shows your address.

The information will be returned to you if requested; otherwise it will be securely destroyed once we no longer need it.

It is helpful if you can give us any information to help narrow the search, such as specific personal information you are looking for.

5. Other websites

Our website may contain links to other sites. Smallholding Scotland cannot be held responsible for the contents of any pages referenced by an external link. Please be aware that Smallholding Scotland is not responsible for the privacy practices or use of cookies on other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personal information.

This privacy policy applies solely to information collected by Smallholding Scotland.

6. Changes to this policy

The Smallholding Scotland Board of Trustees approved this revised policy on 10th June 2018