

Privacy Notice – Integrating Trees Network

General Information

This privacy notice tells you what Scottish Government and Scottish Forestry will do with the personal information we collect through the Integrating Trees Network.

It will tell you:

- Which personal information we will collect and use
- Why we need this personal information and what we will use it for
- How we will get this information
- How long we will store it for
- Whether there are other recipients of your personal information

We are the controllers for any personal information you give to us.

Our contact details

Data Protection Officer

Directorate for Internal Audit & Assurance

Scottish Government, 3D North, Victoria Quay, Leith, Edinburgh EH6 6QQ

DataProtectionOfficer@gov.scot

Scottish Forestry, **Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT.**

Scottish.Forestry@forestry.gov.scot

What type of information we have

We will only collect and process the following personal information:

Your name, address, telephone and email contact. If you've volunteered to be involved in network events, we will also collect some information about your farm, croft or smallholding.

Lawful Basis for Processing

The lawful basis we rely on to process personal data for the above purposes is article 6 (1) of the UK GDPR:

- (a) – you have given us your consent
- (e) – to enable Scottish Government and Scottish Forestry to carry out a task in the public interest - facilitating the Integrating Trees Network.

How we get the information and why do we need it

The personal information we process is provided to us directly by you, either when you've registered for an event on Eventbrite or when you contact us directly by e-mail. We need this information in order to inform you about the Integrating Trees Network events and enable you to be involved in the network and give us feedback. You can request to be removed from the Network mailing list at any time.

How we use the information you give us

We will only use the information that you have given us to us in order to let you know about events, information and activities relating to the Integrating Trees Network. This information will not be shared with any other organisation. Scottish Forestry is an agency of Scottish Government and a data sharing agreement is in place. We also use some information e.g.: age and gender, as part of our equalities monitoring, but this is anonymised.

How we store your information

Your information is securely stored in encrypted digital files with highly restricted access. We will keep your personal information for up to 1 year after the completion of the network project and may contact you to ask for your help in evaluating the project. We will then review whether we need to retain your information for the purpose of further evaluation. If not we will delete all digital files.

Your data protection rights

Under data protection law, you have rights including:

- the right to ask us for copies of your personal information;
- the right to ask us to change information you think is inaccurate;
- the right to ask us to complete information you think is incomplete;
- the right to ask us to restrict the processing of your information in certain circumstances;
- the right to object to the processing of your personal data in certain circumstances.
- the right to ask us to delete your data at any time.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at DataProtectionOfficer@gov.scot if you wish to make a request.

How to complain

We are committed to protecting your personal information and privacy. If you have any queries or concerns please contact us at DataProtectionOfficer@gov.scot

If you are dissatisfied with how we have used your data you can complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Changes to this Privacy Notice

This privacy notice was first published May 2021. We will keep this privacy notice under regular review to make sure it is up to date and accurate.