

Privacy Notice – Scottish Land & Estates

Scottish Land & Estates (SLE) takes the privacy of its members very seriously. SLE is the “controller” of the personal data that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

When you apply for your membership with SLE, or request to become a “contact” of a member, or simply renew your membership, we may ask for some or all of the following data:

- Contact details:
 - Name
 - Address
 - Email address
 - Telephone number

- Payment details
 - Bank account number
 - Sort Code
 - Card details

- Participation details
 - Involvement with other membership organisations

If you do not provide SLE with all the personal data that SLE requires, this may affect our ability to offer the full range of membership services and benefits available thus reducing the value and effectiveness of your membership.

Why does SLE need personal data?

Contractual Purposes

We need to collect members’ personal data in order to effectively manage your relationship with SLE. SLE may use this data to:

- Provide the full range of membership services, including the management of your membership subscription;
- To communicate effectively with you and others associated with your membership
- Set up an online account enabling you to manage your membership and communication preferences;
- Organise member events and activities and manage risk and safety in respect of this; and
- To provide updates to you about any changes to SLE’s policies, terms and conditions and provide information on any other organisational matters

Legitimate Interests

SLE also processes your personal data in pursuit of legitimate interests to:

- Provide you with news and updates about the activity of the organisation;
- Respond to and investigate your queries, comments, support needs or complaints; and
- Raise awareness of the work of SLE and its membership by capturing photos, videos, or live streaming at events. SLE will use this for promotion and development purposes.

Third Party suppliers with access to members' personal data

On a very limited basis SLE may use third party suppliers to provide specific services to members. The suppliers may process personal data on our behalf as "processors" and are subject to strict contractual conditions regarding the processing and protection of data. The suppliers are not permitted to share or use such data for any other purposes.

In the event that SLE shares personal data with third parties, we shall only share such data strictly required for specific purposes and take all reasonable steps to ensure recipients shall only process the disclosed personal data in accordance with those purposes.

How SLE protects your personal data

Your personal data is accessed by SLE staff only for the purposes set out above. It is stored electronically by SLE on our database and in hard copy filing systems at our Headquarters.

How long SLE keeps your personal data

SLE only keeps personal data for as long as necessary to provide you with membership services. Unless you ask SLE not to, we will review and delete your personal data where you have not renewed your membership with SLE for 10 years.

SLE will also share your personal information if we are required to do so by law including, but not limited to, in response to court action or to comply with Scottish, UK or EU legislation.

You have the right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes;
- Request that we correct your personal data if you believe it is inaccurate or incomplete;
- Request that we delete your personal data; and
- Access the personal data that we hold about you through a "Subject Access Request".

- If you have any concerns about how SLE controls and processes your personal data, you can contact SLE at:
 - membership@scottishlandandestates.co.uk;
 - By telephone at 0131 653 5400; or
 - By post to: Membership Department
 Scottish Land & Estates
 Stuart House
 Eskmills Business Park
 Musselburgh
 EH21 7PB

Examples of how SLE uses your data

Personal Data	Membership Contractual Purposes	Membership Benefits	SLE events
Your name	✓	✓	✓
Your phone number	✓	✓	✓
Your email	✓	✓	✓
Your Addresses	✓	✓	✓
Your payment details	✓	✓	✓
Cookies (on our SLE website)	✓	✓	✓
Your landholding (if applicable)	✓	✗	✗
Your participation in other organisations	✓	✓	✗

SLE will never sell your data and only share it as outlined in this privacy policy. We respect your choices and will keep you informed if there are any important changes that will affect your personal data and how we use it.