Licensee Privacy Notice

Purpose and general information

This privacy notice provides information to you as a Licensee under our 'Contract of Licence to Shoot' (the Licence) on the data we collect and process, its use and security as well as your rights in respect of the information held. It is important that you read this privacy notice so that you are aware of how and why we are using your data.

For all our activities, the data controller – the company that is responsible for personal data – is Tilhill Forestry Limited. We have appointed a Data Protection Officer (DPO) who is responsible for overseeing any questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, you can contact the DPO using the details set out below. This privacy notice supplements other privacy notices and is not intended to override them.

By signing the Contract of Licence to Shoot (SF/FT/20) you are providing us with consent to hold this information and confirm you have read and understood this privacy notice.

What we collect

We collect the following information about you and others who will act alongside you under the Licence:

Any organisation name and main contact information including email address.

- Names, title, address and contact details, including personal email address and telephone number, for anyone operating under the Licence.
- Details of firearms certificates, training qualifications, skills, experience, other personal data in relation to competency to operate under the Licence.
- Financial information such as bank details and VAT Registration, where applicable to how the Licensee operates under the Licence.
- Information of public liability insurance for any organisation and/or individual operating under the Licence.

What we do with the information we gather

We require this information to confirm that you hold appropriate licences, certificates and registrations and have the experience, competence and capacity to hold a Contract of Licence to Shoot on the properties that we manage, and in particular, for the following reasons:

- Internal record keeping
- Confirmation of individual firearms certificates held and competence.
- To facilitate receipt of payment from the Licensee.
- Provide our Clients with evidence of capacity and competence to deliver services.

We do not use this information for marketing or provide this information to any other third parties except for our Clients to confirm capacity and competence of organisations or individuals to operate under the Licence. We may use this information to send you information on health, safety and environmental protection and other matters that we need to you to be aware of as part of the service you are providing. Where you request we also use this information to contact you in relation to other shooting opportunities as they arise.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure this information.

Controlling your personal information and withdrawing consent

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to the Data Protection Officer at Tilhill, Kings Park House, Laurelhill Business Park, Stirling, FK7 9NS or email gdprenquiries@tilhill.com.

If you believe that any information we are holding on you is incorrect or incomplete, or you change your mind about us holding information on you; please write to, or email, us as soon as possible. We will promptly correct any information found to be incorrect. We will also remove the information we hold on you on request where this doesn't affect the lawfulness of processing based on the consent before its withdrawal.

How long will we keep your data

We will only retain your data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying and legal accounting or reporting requirements.

Changes to the Privacy Notice

We may change this privacy notice from time to time to reflect how we are processing your data. If we make significant changes, we will make this clear on our website or by other means of contact such as email, so that you are able to review the changes. The date that the privacy notice was last updated and historic versions can be obtained by contacting us.