



Record of processing activity

Registration Number: Z6815521

Data Controller: Loch Lomond and the Trossachs National Park Authority

Address:

Carrochan
20 Carrochan Road
Balloch
Alexandria
Dunbartonshire
G83 8EG

Scope and Purpose

Under the requirements of data protection legislation, we must keep a record of all types of personal data we process, the purpose of the processing, the security measures in place to keep the data safe and the retention and destruction timeframe for this data.

This document sets out in general terms the types of personal data processed by the Park Authority, and the purpose for the processing. The retention and destruction timeframes for personal data are included within our record retention schedule and the security of the data is covered by our IT Security Policy.

Data Controller details

Loch Lomond and the Trossachs National Park Authority
Address:
Carrochan
20 Carrochan Road
Balloch
Alexandria
Dunbartonshire
G83 8EG

The three core areas of business for the National Park Authority are **Conservation, Visitor Experience** and **Rural Development**. These activities are supported by the Corporate Services functions.

The National Park Authority is a **Planning Authority**, with planning powers to decide all planning and related applications within the boundary of Loch Lomond & The Trossachs National Park.

The National Park is an **Access Authority**, and upholds access rights in accordance with the Land Reform (Scotland) Act 2003.

Description of processing

The following is a broad description of the way we processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices we have provided or contact us to ask about your personal circumstances.

Reason/purposes for processing information.

Planning – as a Planning Authority, personal information is processed for the consideration of planning applications, proposals for housing and tourism and for the enforcement and monitoring of planning developments.

We process personal information to enable us to promote our goods and services, to maintain our accounts and records, to support and manage our staff and volunteers, and to guide and set the direction for the National Park.

Personal information is processed for the purposes of reporting byelaw infringements, the issuing of issuing of fixed penalty notices for litter and flytipping and the management of a camping booking system.

Type of information processed

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We process information relevant to the above reasons/purposes which may include:

- Personal details
- Family, lifestyle and social circumstances
- Financial details
- Goods and services provided
- Employment and education details
- Visual images
- Complaint, incident and accident details
- Information relating to health and safety
- Byelaw exemptions and authorisations

We also process special categories of information that may include:

- Physical or mental health
- Racial or ethnicity
- Trade union membership
- Religious or philosophical beliefs
- Sexual life or orientation
- Alleged criminal offences

Who the information is processed about

We process personal information about our:

- Staff, former staff, pensioners and potential staff including volunteers, temporary and casual workers complainants and enquirers
- Relatives, guardians and associates of the people we are processing personal information about
- Customers and clients
- Suppliers and service providers
- Suspected offenders
- Advisers, consultants and other professional experts
- Complainants and enquirers

Who information may be shared with

We sometimes need to share the personal data of individuals with other organisations. Where this is necessary we are required to comply with all aspects of data protection law. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Family, associates and representatives of the person whose personal data we are processing
- Regulatory bodies
- Employment and recruitment agencies
- Current, past and prospective employers
- Educators and examining bodies
- Central government
- Credit reference agencies
- Suppliers and service providers
- Debt collection and tracing agencies

- Financial organisations
- Law enforcement and prosecuting authorities
- Legal representatives
- HM Court services
- Ombudsman and regulatory authorities
- Partner organisations
- Emergency services
- Business associates and professional advisers
- Data processors

CCTV – Crime Prevention

CCTV is used for maintaining the security of our property and premises. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, members of the public, and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, service providers, police forces, security organisations and persons making an enquiry.