



Consultation privacy notice

The Woodland Carbon Code is committed to protecting the privacy and security of your information. This notice informs you how we collect and process your personal data in accordance with data protection legislation when you respond to this online consultation.

1. Purpose

We collect your personal data as part of the consultation process:

- to produce anonymous statistical and summary data
- to contact you regarding your response or related matters

2. The data we collect

We may collect and process the following personal data:

- your name
- your email address
- the organisation you are responding from
- your internet protocol address

3. Lawful basis for processing your personal data

The lawful basis we are relying on to process your personal data is article 6(1)(e) of the UK GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in the exercise of our official authority.

4. What we do with your data

If you respond to this online consultation, your information will be collected by Microsoft Forms, our data processor. It will be collated with other responses and anonymised in a summary report.

5. How long we keep your data

We will only retain your personal data for as long as:

- it is needed for the purposes of the consultation
- the law requires us to

This generally means that we will hold your personal data for at least one year.

6. Your rights

- Your rights in relation to your personal information:
 - You have a right to request access to and copies of the personal information that we hold about you by making a 'subject access request'
 - If you believe that any of the personal information that we hold about you is inaccurate or incomplete, you've a right to request that we correct or complete your personal information

- You have a right to object to and/or request that we restrict the processing of your personal information for specific purposes
- Where you've given consent to the processing of your personal information, you've the right to withdraw that consent

Any requests received by us will be considered under applicable data protection legislation.

You can [email the Scottish Forestry Data Protection Officer](#) to exercise any of your rights.

7. Changes to this notice

We will keep this privacy notice under regular review to make sure it's up to date and accurate.

This privacy notice was last updated on 8 April 2025.

8. How to contact us

Contact the team if you have a question about anything in this privacy notice or if you think that your personal data has been misused or mishandled.

Woodland Carbon Code
Scottish Forestry
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD
info@woodlandcarboncode.org.uk

9. Independent advice

You can contact the Information Commissioner for independent advice about data protection issues or to make a complaint:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email casework@ico.org.uk

Telephone 0303 123 1113