**FORM 9**

**Form for the giving of information to an Acquiring Authority**

**The North Lanarkshire Council (Blocks C, D and E Millcroft Road, Cumbernauld) Compulsory Purchase Order 2023**.

**Prior to filling in the compensation application form, the Claimant is advised to read and understand the Privacy Statement which is placed at the end of this form. It advises of both your rights, and our obligations to you on the responsible use of your personal data in compliance with the Data Protection Act 2018, (also known as GDPR).**

**Please send the completed form to New Supply, North Lanarkshire Council, Civic Centre, Motherwell, ML1 1AB**

**A scan of the signed Form 9 can also be submitted by email to** **millcroftresidentenquiries@northlan.gov.uk****.**

[I] [WE] being [a person] [persons] who, if a general vesting declaration were made under paragraph I of schedule 15 to the Town and Country Planning (Scotland) Act 1997 in respect of all the land comprised in the above compulsory purchase order in respect of which notice to treat has not been given, would be entitled to claim compensation in respect of [all] [part of] that land or [my] [our] interest in that land hereby give you the following information in terms of paragraph 2(1) of the said Schedule 15:

1. Name and address of claimant (a)

2. Name and address of claimant’s

 Solicitor or other agent

3. (i) Nature of interests in land (owner, (b)

 Tenant. Etc.)

 (ii) If claimant is not the owner, give

 owner’s name and address

4. Description of land to be acquired -

 (i) address or location (c)

 (ii) area, if known

 (iii) brief description of any larger

 holding of which the land forms

 part

 (iv) date title deed recorded in General

 Register of Sasines or Land

 Register title number, if known

 (v) if (iv) not known, approximate

 date of last sale or transfer of the

 Land

5. Are there any loans or floating charges

 secured over the land?

If YES, give details of –

 (i) the name and address of the

 creditor(s)

 (ii) the amount of the loan or charge

6. Amount of any feu duty or other ground

 burden

Date (Signed)

 [On behalf of ]

**NOTES**

(a) In the case of a joint interest, insert the names and addresses of all the claimants.

(b) If the interest is under a lease, the date of commencement and length of term should be given.

(c) The land should be described as concisely as possible.

**PRIVACY NOTICE**

**NB: Prior to filling in the compensation application form, the Claimant is advised to read and understand this Privacy Notice.**

Privacy Notice for applying for Compensation relative to the **NORTH LANARKSHIRE COUNCIL, (BLOCKS C, D AND E MILLCROFT ROAD, CUMBERNAULD) COMPULSORY PURCHASE ORDER 2023**

**Who we are:**

North Lanarkshire Council is a local authority constituted under the Local Government etc. (Scotland) Act 1994. Its head office is at Civic Centre, Windmillhill Street, Motherwell, ML1 1AB, and you can contact our Data Protection Officer by post at this address, and by email at: dataprotection@northlan.gov.uk.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to process your application for compensation relative to the **NORTH LANARKSHIRE COUNCIL, (BLOCKS C, D AND E MILLCROFT ROAD, CUMBERNAULD) COMPULSORY PURCHASE ORDER 2023**. Additionally, we use your information to verify your identity where required, contact you by post or email, and to maintain our records.

**Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. Processing your personal information is:

1. Required for the performance of a task carried out in the public interest by the Council;
2. Required for compliance with a legal obligation to which the Council is subject; and
3. On the basis of your consent.

If you fail to provide us with the information we have asked for, then we shall be unable to provide this service to you, and your claim for compensation cannot be processed.

**Who do we share your information with?**

As we are legally obliged to protect public funds, we are required to verify and check your details internally to prevent fraud. We may share this information with other public bodies, and receive information from these other bodies, for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

In addition, we also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website.

We will be required to share your personal data with:

1. District Valuer Services, the specialist property arm of the Valuation Officer Agency in order to provide independent, impartial valuation and professional property advice in respect of reaching agreement on settlement of your claim.

**How long do we keep your information?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases, it is based on the business need.

We maintain a records retention schedule which sets out how long we hold different types of information for. You can view this on our website.

**How will we store and share your information?**

You will have the option to return the form by post or scan it and send it by email. All forms will be scanned and will be held on our digital servers. All paper copies will be held on file until they are no longer required.

**Your rights under data protection law:**

**Access to your information:** You have the right to request a copy of the personal information that we hold about you.

**Correcting your information:** We want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information**: You have the right to ask us to delete personal information about you where:

1. You think that we no longer need to hold the information for the purposes for which it was originally obtained;
2. We are using that information with your consent and you have withdrawn your consent – see Withdrawing consent to using your information below;
3. You have a genuine objection to our use of your personal information – see Objecting to how we may use your information below;
4. Our use of your personal information in contrary to law or our other legal obligations.

**Objecting to how we may use your information:** You have the right at any time to tell us to stop using your personal information, although this will also mean we cannot continue to process your claim.

**Restricting how we may use your information:** In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right may also apply if we no longer have a basis for using your personal information, but you don’t want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are public interest grounds to do so.

**Withdrawing consent to use your information:** Where we use your personal information with your consent, you may withdraw that consent at any time, and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people**

If, as requested, you have provided anyone else’s details on this form, please make sure that you have told them that you have given their information to North Lanarkshire Council.

We will only use this information to:

1. Contact your solicitor or agent or the solicitor or agent acting for the Claimant;
2. If the Claimant is not the owner, we require to contact the owner; and
3. If there are any creditors names given, we will be required to contact them if any loans or floating charges apply to the land and/or property in question.

If they want any more information regarding how we will use their information they can visit our website or email dataprotection@northlan.gov.uk.

**Complaints**

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner’s Office, who can be contacted by post at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at <https://ico.org.uk/concerns>.