

**FORM 9**

**Form for the giving of information to an acquiring authority**

**STRUAN HOUSE HOTEL, COMPULSORY PURCHASE ORDER 2021**

To: Highland Council

I, being a person who, if a General Vesting Declaration were made under Paragraph 1 of Schedule 15 of the Town and Country Planning (Scotland) Act 1997 in respect of all the lands 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 part of that land or my interest in that land hereby give you the following information in terms of Paragraph 2(1) of the said Schedule 15:

**NB – 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).**

No.

1. Name and address of Claimant .....

.....

.....

2. Name and address of Claimant's  
Solicitor or other agent .....

.....

.....

3. (i) Interest in land (owner, 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 .....

(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 Registered Title No., 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 lands?

.....  
.....

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

This Form 9 must be completed, signed and sent to Highland Council Headquarters, Council Buildings, Conveyancing & Commercial, Glenurquhart Road, Inverness IV3 5NX (marked for the attention of Nicola Bain (Solicitor). A scanned copy of the completed Form 9 may be emailed to [nicola.bain@highland.gov.uk](mailto:nicola.bain@highland.gov.uk) at the same time as posting the original completed and signed Form 9.

## PRIVACY STATEMENT

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

Privacy Statement for applying for Compensation over the Compulsory Purchase Order relating to **STRUAN HOUSE HOTEL, COMPULSORY PURCHASE ORDER 2021**

### Who we are:

The Highland Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Highland Council Headquarters, Council Buildings, Glenurquhart Road, Inverness IV3 5NX, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dpo@highland.gov.uk](mailto:dpo@highland.gov.uk), and by telephone on 01463 702029.

### 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 under **STRUAN HOUSE HOTEL, COMPULSORY PURCHASE ORDER 2021**. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information

It is necessary for the Council to process your personal data in order to perform a task carried out in the public interest or in the exercise of an official authority vested in the Council. The Council has powers in relation to Compulsory Purchase Orders stipulated in the Town and Country Planning (Scotland) Act 1997 and it is necessary to process personal data in performing this task. The condition for processing is, therefore, Article 6(1)(e) of the UK General Data Protection Regulation.

If you do not provide us with the information we have asked for, then your claim for compensation cannot be processed.

### Who do we share your information with?

Your information will be shared with the District Valuer and Scottish Ministers as part of the Compulsory Purchase process.

We are legally obliged to safeguard public funds, so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also 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.

We will 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.

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

All compensation files will be held for 10 years after closure of the process and Receipts/Undertakings/Discharges which contain the Claimant's personal data will be held for a further 5 years.

## **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:

- You think that we no longer need to hold the information for the purposes for which it was originally obtained.
- We are using that information with your consent and you have withdrawn your consent – see [Withdrawing consent to using your information](#) below.
- You have a genuine objection to our use of your personal information – see [Objecting to how we may use your information](#) below.
- Our use of your personal information is 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 might 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 other public interest grounds to do so.

Please contact our Data Protection Officer using the contact details provided 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 Highland Council.

We will only use this information to:

- a) contact your solicitor or agent or the solicitor or agent acting for the Claimant;
- b) if the Claimant is not the owner, we require to contact the owner; and
- c) 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 on how we will use their information they can contact our Data Protection Officer using the details provided above.

## **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>