

### How we use your personal information in accordance with the Data Protection Act

SNH will hold your contact details on our Customer Database. All licence application forms, licences issued and correspondence relating to licensing decisions will be stored in our electronic filing system. We will use this information to undertake licensing functions which may involve discussing applications with relevant third parties. We manage personal information in accordance with the Data Protection Act 1998. The Act gives individuals the right to know what data we hold on them, how we use it and to which third parties it is disclosed. Where appropriate we may use your information within SNH for other purposes e.g. asking for your feedback on our service.

### Scottish Regulators' Strategic Code of Practice

Scottish Natural Heritage also has regard to [the Scottish Regulators' Strategic Code of Practice](#). The Code is a key element of an outcome focused framework for regulation and supports regulators by providing greater transparency on how to apply regulatory principles and contribute towards achieving sustainable economic growth while delivering other core functions.