



Fit and competent referee form

It is quicker and easier to fill out this form online, following the instructions in your referee email.

About this form

Complete this form if you have been nominated as a referee on a controller's application to register as fit and competent.

To be a referee, you must:

- not be a member of the applicant's immediate family
- have known the applicant for a minimum of two years
- have Deer Stalking Certificate 1 as a minimum

Completing this form

Download this form and complete all mandatory fields. You can then submit your completed form to us either by email or post.

Email

licensing@nature.scot

Postal address

NatureScot (licensing team)
Great Glen House
Leachkin Road
Inverness
IV3 8NW

Your details

We need your contact details to process your reference.

Full name (as it appears on official documents)

Email address

Telephone number

Address

Your deer stalking information

Fit and competent number

What is the highest level of Deer Stalking Certification you hold?

DSC1

DSC2

Other certification scheme

If 'other', please specify

What is your certificate number?

Date issued (dd/mm/yyyy)

Your relationship with the applicant

Friend

Colleague

Other

If 'other', please specify

Do you believe the applicant has a sound knowledge and understanding of Scotland's Wild Deer Best Practice Guides?

Yes

No

Declaration

I confirm that:

- I have provided up-to-date and correct information
- I agree with the privacy policy of this service (pages 6 to 8)
- I have a sound knowledge and understanding of [Scotland's Wild Deer Best Practice Guides](#)

Yes, I confirm

Signature

Send this form by email or post. We aim to assess the applicant's registration within 10 working days of receipt.

Privacy policy

Who collects your personal data

The data controller is Scottish Natural Heritage known as NatureScot at:

Great Glen House
Leachkin Road
Inverness
IV3 8NW

What personal data is collected and how it's used

NatureScot will use the information from the Fit and Competent Registration application for its licensing functions, including:

- processing and issuing a Fit and Competent Registration
- monitoring compliance with registration conditions
- reports and returns

The personal information NatureScot processes will include your:

- name
- contact details
- postcode

The legal basis for processing your personal data

Processing your data is necessary for the:

- performance of a task carried out in the public interest
- exercise of official authority vested in the data controller

The task is to conduct the functions in relation to licences as delegated by The Scottish Ministers to Scottish Natural Heritage under the Wildlife and Countryside Act 2018.

Consent to process your data

The processing of your data is not based on consent, you cannot withdraw it.

Who NatureScot shares your personal data with

We may share your information with third parties at certain stages of the Fit and Competent Registration process.

We may do this to:

- check information you provide on a Fit and Competent Registration application
- monitor effects on protected species
- provide the service

We only share information when necessary and anonymously whenever possible.

NatureScot shares information with the following organisations for the purposes listed.

1. **Statutory nature conservation bodies:** Compliance, enforcement, licence assessment
2. **Scottish Government:** Compliance, enforcement, licence assessment

3. **Authorised enforcement agencies, for example, Police Scotland:** Compliance, enforcement activity
4. **Postcode lookup service:** To return addresses against the postcode you enter

We may make some information available where there's public interest in wildlife licensing and who it issued licences or registrations to. Information released may include, but is not limited to:

- your name or business name
- application, registration and licence details
- reports and returns

We will not release information for licensed activities that are sensitive or could harm people, species or habitats, for example names and addresses of individuals, locations of licensed activities.

We respect your personal privacy when responding to access to information requests. We only share information when necessary to meet the statutory requirements of the Environmental Information (Scotland) Regulations 2004 and Freedom of Information Act 2000.

How long NatureScot holds personal data

We will keep your personal data for seven years after the expiry of your licence or longer if stated in the licence conditions.

We will keep any feedback data captured in relation to developing or improving the applications for two years.

What happens if you do not provide the data

We will be unable to grant your Fit and Competent Registration if you do not provide the data.

Use of automated decision-making or profiling

The information you provide is not used for:

- automated decision making (a decision made by automated means without any human involvement)
- profiling (automated processing of personal data to learn certain things about you)

Transfer of data outside the European Economic Area (EEA)

We will not transfer your data outside the EEA.

Your rights

[Find out about your individual rights under the UK General Data Protection Regulation \(GDPR\).](#)

Complaints

You have the right to [make a complaint the Information Commissioner's Office](#) at any time.

[Read the NatureScot privacy notices in full.](#)

If you have any other questions about how NatureScot uses your personal data and your associated rights contact the Data Protection Manager.

Email

dpo@nature.scot

Post

Data Protection Officer

NatureScot

Battleby

Redgorton

Perth

PH1 3EW