Scottish Government privacy policy

The Scottish Government seeks to ensure that the data gathered through your LCITP application form is fairly and lawfully processed. Any personal data collected through this application will be treated as confidential in line with the principles of the Data Protection Act 1998.

Data Protection Act 1998: We will use the information you give us on this form to process and assess your LCITP application. The LCITP is a working partnership between Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise, Scottish Futures Trust and Resource Efficient Scotland. We may share the information you provide with other Scottish Government departments and the partner organisations listed above for the management of any potential LCITP project support. We will share the information with the European Regional Development Fund as the LCITP is part funded by the European Union. The information we share with the above organisations will be used in a number of ways, for example:

* administering and monitoring project development and support needs
* auditing compliance
* research and statistical analysis

The information supplied may be used to accelerate the development of future projects. Any data shared will refer to the business only, and no individual employee data will be shared. The Scottish Government may include on its website in the public domain the amount of any procured support made to your project through this programme.

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law that such action is necessary to comply with a current judicial proceeding, a court order or legal process. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud.

Third Party Intermediaries
We may use an outside contractor to maintain our project database. This company would be contracted to only process this data for the LCITP application as instructed by the Scottish Government. It would not use your personal data for any other purposes.

### Links

The Scottish Government cannot be held responsible for the contents of any pages referenced by an external link.

This application form contains links to other sites. Please be aware that we, the Scottish Government, are not responsible for the privacy practices of such other sites. We encourage applicants to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by this Website.

**Contact Information**

If applicants have any questions or suggestions regarding our privacy policy, please contact us at:
Phone: 0300 244 1254 or 0131 244 0452 [charged at the local call rate from any landline within the United Kingdom]
Email: LCITP@scotland.gsi.gov.uk
Postal address: LCITP Project Team, 4th Floor, 5 Atlantic Quay, 150 Broomielaw, Glasgow G2 8LU