

**FORM 9**

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

**THE GLASGOW CITY COUNCIL (FLAT 0/2, 102 LOCHDOCHART ROAD, GLASGOW)  
COMPULSORY PURCHASE ORDER 2024**

To: Glasgow City 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

Please send the completed form to Glasgow City Council, Corporate and Property Law Section,  
City Chambers (East Building), Glasgow G2 1DU, marked for the attention of Christine McInnes,  
Legal Manager.

A scan of the signed Form 9 together with supporting evidence can also be submitted by email to  
[CompulsoryPurchaseCompensation@glasgow.gov.uk](mailto:CompulsoryPurchaseCompensation@glasgow.gov.uk) in addition to returning it by post.

# 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  
**THE GLASGOW CITY COUNCIL (FLAT 0/2, 102 LOCHDOCHART ROAD, GLASGOW)**  
**COMPULSORY PURCHASE ORDER 2024**

## Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

## 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 THE GLASGOW CITY COUNCIL (FLAT 0/2, 102 LOCHDOCHART ROAD, GLASGOW) COMPULSORY PURCHASE ORDER 2024. 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

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is:

- a) Necessary for the performance of a task carried out in the public interest by the council;
- b) Necessary for compliance with a legal obligation to which the council is subject; and
- c) On the basis of your consent.

If you do not provide us with the information we have asked for, then we will not be able to provide this service to you, and your claim for compensation cannot be processed.

## Who do we share your information with?

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. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We will be required to share your personal data to

- Lochfield Park Housing Association, registered under the Co-operative and Community Benefit Societies Act 2014 (Registered Number 2444RS), being a recognised Scottish Charity (Charity Number SC037694) and having their Registered Office at 37 Drumlanrig Avenue, Easterhouse, G34 0JF ("Lochfield Park HA"), in order to process your application, who will be required to be informed of negotiations and to receive copies of any correspondence generated from the processing of your claim

- District Valuer Services based at Glasgow Office, the specialist property arm of the Valuation Office 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 for?

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 and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above. In this case 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.

## How will we store and share you information?

Because we are using paper forms, these will be scanned and held on digital servers. Any sharing of the data will be done via email. 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:

- 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.

**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 i.e. your claim for compensation will no longer be processed.

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 Glasgow City 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 visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.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>

## More information

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)  
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

