

SEPA privacy notice – Authorisations under the Environmental Authorisations (Scotland) Regulations 2018

Who we are

The Scottish Environment Protection Agency (“SEPA”, “we”, “us” or “our”) was established by the Environment Act 1995 and has its principal place of business at Strathallan House, Castle Business Park, Stirling, FK9 4TZ.

How we use your personal information

For more information on how SEPA handles personal information, please see also our General privacy policy at <https://www.sepa.org.uk/help/privacy-policy/>.

This privacy notice explains how we collect and use personal information to enable us to carry out our regulatory duties under the Regulatory Reform (Scotland) Act 2014 and the Environmental Authorisations (Scotland) Regulations 2018, which may include:

- granting and administering of authorisations and maintaining registers
- investigating environmental complaints
- undertaking formal enforcement action
- maintaining our own accounts and records

The legal basis for processing this information is that it is necessary to perform our statutory duties (**public task**).

Radioactive substances activities

Notifications

During the process of notifying us of a radioactive substances activity, we will ask you to provide the following personal information:

- Name of person who will be in control of the activity; and
- Name, phone number, address and email of the person making the notification.

This information will be held on a register.

Registrations

During the process of applying for a registration or permit, we will ask you to provide details of the legal person who will be in control of the activity as well as the following personal information for the person that we may contact about the application and the contact for invoicing purposes:

- Name
- Address including postcode
- Email address
- Telephone number
- Position/Designation

In addition, for applications for a new permit, we will ask you to provide information on who is responsible for protection and safety with regard to public exposure from the radioactive substances activity, and information on the competences and training of staff involved in the radioactive substances activity.

We will also ask you to provide personal information where this is required in administering authorisations. For example, in applying for transfer of a radioactive substances authorisation, we will ask you to provide details of the transferee as well as the person who is currently in control of the activity.

We will only retain your personal information for as long as it is required for the legal basis noted above. Thereafter, your data will be confidentially destroyed.

SEPA is required to make the information on the Register publicly available and the information you provide may be placed on SEPA's public register which may be in any format including electronically on our web pages. The placement of such information will be subject to redaction of personal information unless this information is required as part of our Public Task and will be subject to any Commercial Confidentiality Claims or National Security Directions.

How we share personal information

We sometimes need to share your personal information with other organisations for statutory or regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the Data Protection Principles. Information will be sent by secure means or in encrypted format.

Please see also our [General privacy policy](#) for more details about how SEPA shares information with other organisations.

As a public body, SEPA is required to comply with statutory obligations to provide access to information (for example the [Freedom of Information \(Scotland\) Act 2002](#) and the [Environmental Information \(Scotland\) Regulations 2004](#)). It may be necessary for us to disclose your personal information to a third party in response to a relevant statutory request.

Your rights regarding your personal information held by SEPA

Right	What it means
Information	<i>You have the right to clear information about how we collect and use your personal information – this privacy notice is one example of how we do this</i>
Access	<i>To request a copy of your information, please complete the Data Subject Access Request Form or contact dataprotection@sepa.org.uk.</i>
Correction	<i>You have the right to ask for any personal information that is inaccurate or incomplete to be corrected</i>
<i>In certain circumstances, you will have the following extra rights:</i>	
Erasure	<i>You have the right to ask for your personal data to be deleted under certain circumstances</i>
Objection to processing	<i>You have the right to object to our use of your personal information under certain circumstances</i>
Restriction on processing	<i>If you make an objection, our use of your personal information may be temporarily suspended whilst we deal with your request</i>
Portability	<i>You have the right to ask for a copy of your personal information in a machine readable format to pass to another organisation under certain circumstances</i>

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information,

please contact SEPA's Data Protection Officer, Alison M. Mackinnon at dataprotection@sepa.org.uk or by calling 03000 99 66 99 and ask to speak to the Data Protection Officer.

Changes to our privacy statement

We keep this privacy notice under regular review and will place any updates on the SEPA website. Paper copies of the privacy notice may also be obtained by contacting dataprotection@sepa.org.uk

Complaints

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office. They can be contacted at <https://ico.org.uk/concerns/> or 0303 123 1113

This privacy notice was last updated on 30 August 2018.