

SEPA privacy notice – registering for SEPA events using Eventbrite

This privacy notice explains how SEPA uses your personal information when you register to attend an event using Eventbrite. It is only for the purposes of stating how SEPA will use the registration information that Eventbrite shares with us.

Eventbrite's Privacy Policy states that when a person shares personal information with them, that information is sent to the United States, and is stored there. Eventbrite has its own [terms and conditions](#), and its own [privacy policy](#). SEPA does not accept any responsibility or liability for Eventbrite's terms and conditions or policies.

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 our General privacy policy at <https://www.sepa.org.uk/help/privacy-policy/>.

We use Eventbrite to act as our registration agents to book events. When you register to attend a SEPA event, Eventbrite will ask you for certain personal information ('registration information'). Eventbrite will share the registration information with SEPA. We will use the registration information:

- for the purposes of planning the event you registered for;
- to contact you via Eventbrite regarding your booking.

We may use the registration information to contact you to undertake post event evaluation, and for contacting you about future meetings relating to the same event.

The legal basis for processing this information is the **consent** that you give to Eventbrite, to share your information with the event organiser.

Retention of information

We will retain your personal information for a period of eight weeks after the event date. Thereafter, your data will be confidentially destroyed.

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 9 October 2019