

Registrations under the Reservoirs (Scotland) Act 2011

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](#)

This privacy notice explains how the Reservoirs Regulatory Unit (RRU) collect and use personal information to enable SEPA to carry out its regulatory duties under the [Reservoirs \(Scotland\) Act 2011](#) and [Reservoirs \(Scotland\) Regulations 2016](#), which include:

- administering reservoir registrations and maintaining registers, including the publicly available controlled reservoirs register (CRR)
- investigating reservoir non-compliance
- 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**).

Reservoir Registrations and Panel Engineer Notifications

During the reservoir registration process, and the notification of reservoir panel engineers, we will ask Reservoir Managers and/or engineers to provide the following personal information:

- Name
- Address, including postcode
- Email address
- Telephone, mobile and emergency contact numbers

Under Section 9(2)(f) of the Reservoirs (Scotland) Act 2011, SEPA is required to include the name of any construction engineer, inspecting engineer, other qualified engineer or supervising engineer in the controlled reservoirs register. SEPA is required to make the information on the controlled reservoirs register publicly available.

We will retain your personal information for as long as it is required to perform our statutory duties under the Reservoirs (Scotland) Act 2011. Thereafter, your data will be confidentially destroyed.

If you have any queries, please contact us at reservoirs@sepa.org.uk

Payment of fees for reservoir registrations will be carried out via the SEPA [online payments service](#). SEPA will not have access to, or store, any financial information relating to the payment. Payments are processed by Mastercard. More information on how they use your data is available in their [Privacy Policy](#). The information you provide will be used for the purposes of processing your payment only.

When we use data processors who are third parties to provide elements of services for us, we have contracts in place with them. This means that they cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us, and they will hold it securely and retain it for the period we instruct.

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	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
Access	To request a copy of your information, please complete the Data Subject Access Request Form or contact dataprotection@sepa.org.uk .
Correction	You have the right to ask for any personal information that is inaccurate or incomplete to be corrected
In certain circumstances, you will have the following extra rights:	
Erasure	You have the right to ask for your personal data to be deleted under certain circumstances
Objection to processing	You have the right to object to our use of your personal information under certain circumstances
Restriction on processing	If you make an objection, our use of your personal information may be temporarily suspended whilst we deal with your request
Portability	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

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 23 October 2020