

SEPA privacy notice – Flooding Gateway

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

This privacy notice explains how we collect and use personal information when we issue the e-newsletter *Flooding Gateway* as part of our flood management services.

The legal basis for processing this information is that we obtained your **consent** when you subscribed to *Flooding Gateway*. You can withdraw your consent at any time, if you no longer wish to receive the e-newsletter.

After subscribing to *Flooding Gateway* you will receive a regular e-newsletter providing the latest flooding news and incorporating updates from a range of organisations involved in managing flood risk in Scotland.

During the process of subscribing to *Flooding Gateway* we will ask you to provide the following personal information to allow us to send you the e-newsletter:

- First Name (*optional*)
- Surname (*optional*)
- Email address
- Postcode

Your personal information will be stored securely by MailChimp, on SEPA’s behalf, solely for the purpose of sending you the *Flooding Gateway* e-newsletter, by email. If you no longer wish to receive the e-newsletter, please contact us flooding@sepa.org.uk and we will ensure that your personal information is deleted.

- *You can unsubscribe from Flooding Gateway by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at flooding@sepa.org.uk.*

Your rights regarding your personal information held by SEPA

Right	What it means
Information	<i>You have the right to know how we collect and use your personal information – this privacy notice is one example of how we do this</i>
Access	<i>You have the right to request a copy of the personal information we hold about you</i>
Correction	<i>You have the right to ask for any personal information that is inaccurate or incomplete to be corrected</i>
Erasure	<i>You have the right to ask for your personal data to be deleted under certain circumstances.</i>

Right	What it means
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 notice

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 flooding@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 22 May 2018.