



For the future of our environment

Reporting Packaging Data Service

Privacy Notice

August 2023

Purpose and lawful basis for processing

As part of the programme of waste reform under the Environment Act 2021 known as Extended Producer Responsibility, obligated organisations within the UK must report data to the relevant national environmental regulator.

[The Packaging Waste \(Data Reporting\) \(Scotland\) Regulations 2023](#) came into force on 28 February 2023, with equivalent regulations for each devolved nation in the UK.

The Reporting Packaging Data service will be used by each nation's regulator and obligated producers to hold the data returns required under the new regulations.

If you're affected by the new extended producer responsibility for packaging, you will need to start collecting the correct packaging data in 2023 as required in the Regulations and may need to start reporting this in October 2023 on the new Reporting Packaging Data (RPD) service.

The lawful basis we rely on to process your personal data is article 6(1)(e) of the UK GDPR, which allows us to process personal data when this is necessary to perform our public tasks as a regulator.

What we need

- Name
- Address
- Telephone number
- Mobile phone number (optional)
- Email address

Why we need it

- to enable verification of the person registering on behalf of the organisation
- to enable regulators to complete their data checks and for communication when required.
- for communication
- for service access (username)

What we do with it

We will use your data to meet SEPA's regulatory functions under the Packaging Waste (Data Reporting) Regulations 2023.

How long we keep it

Data will be retained in accordance with our retention policy.

What are your rights?

You have the right to object to our processing of your personal data. SEPA will consider the objection, and in some cases SEPA is entitled to refuse your objection. This will be in circumstances where we have a legitimate reason for processing your personal data.

For further information on how SEPA processes personal data please see our [Privacy Policy](#).

For more information on your rights, please see '[Your rights as an individual](#)'.

Do we use any data processors?

The Department for Environment, Food & Rural Affairs (DEFRA) will be processing data on SEPA's behalf, as required by [The Packaging Waste \(Data Reporting\) \(Scotland\) Regulations 2023 \(legislation.gov.uk\)](#). Information on how they process your data can be found in their [Privacy Notice](#).

For information on accessing this document in an alternative format or language, please contact SEPA by emailing equalities@sepa.org.uk

If you are a user of British Sign Language (BSL), the Contact Scotland BSL service gives you access to an online interpreter, enabling you to communicate with us using sign language.

contactscotland-bsl.org