

SEPA privacy notice – Public Consultation - Sector plans

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 received when we conduct a public consultation.

The legal basis for processing this information is that we obtained your **consent** when you submit your consultation response. You can withdraw your consent at any time, please see *Withdrawing consent to using your information* below.

During the process of submitting responses to the consultation we will ask you to, **optionally**, provide the following information

- Name
- Email address
- Organisation (if applicable)
- Interest in the consultation

This information would only be used to contact you in the event that further clarification is required on information supplied by you.

In relation to this specific consultation, your personal information may also be used for engagement opportunities related to the sector plan you have responded to.

- SEPA may publish a digest of consultation responses. This will contain a summary of response types to help us target future consultations. Any personal information will be removed prior to publication. Any personal information inadvertently supplied as part of the free text boxes will also be redacted prior to publishing a digest.
- Any personal information that is collected by SEPA will not be supplied to third parties.

Your personal information will be held securely, on our behalf, by our contractor Delib, to administer public consultations. After six months the information will be deleted from the consultation platform but may be retained on SEPA systems in line with SEPA’s privacy policy. The information will only be used to support the development of sector plans by offering you opportunities to engage with SEPA and will be deleted once plans are finalised.

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 circumstance</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.

Correcting your information

- *If you have provided your name, email address, organisation name and/or area of interest you can update this information by contacting communications@sepa.org.uk*

Withdrawing consent to using your information – Where we use your personal information with your consent, you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

- *You can request that we remove your information by contacting communication@sepa.org.uk*

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 sectors.service@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.