

SEPA privacy notice – Photography and video assets

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 for the purposes of our photography and video assets.

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

During the process of obtaining consent to take your photograph or film you, we will ask you to provide the following information:

- name;
- email address;
- organisation (if applicable).

Your personal information will be stored securely by SEPA and by our contractor, Bright Interactive, on SEPA’s behalf, solely for the purpose of ensuring that the appropriate consents are in place for all SEPA photography and video assets. The information will only be used to confirm your ongoing consent, which will be reviewed on an annual basis.

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 circumstance.
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 while 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.

Correcting your information

- If you have provided your name, email address and organisation name 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 Communications@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 09 September 2020.