

National Fraud Initiative (NFI) Exercise 2020/21

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 we collect and use personal information to fulfil our regulatory obligations under the [Public Finance and Accountability \(Scotland\) Act 2000](#), National Fraud Initiative (NFI).

The legal basis for processing this information is that it is necessary to perform our statutory duties (**public task**).

Background

The National Fraud Initiative (NFI) is the bi-annual data matching exercise carried out by the Auditor General and Audit Scotland. Public sector organisations, including over 100 in Scotland, and some private sector companies provide data sets which are matched based on risk. The objective of the exercise is the prevention and identification of fraud and/or error.

The latest NFI [report](#), published in July 2020, describes how the 2018/19 NFI exercise helped to identify £15.3 million of fraud, overpayment and error in Scotland, with the cumulative outcomes from the NFI in Scotland now totalling £143.6m.

Detail

The 2020/21 NFI exercise is about to begin and under the provisions of Part 2A of the Public Finance and Accountability (Scotland) Act 2000, SEPA must submit our data as set out in the NFI in Scotland [instructions for participants](#).

All participants are encouraged to use a pre-set checklist to self-appraise their involvement prior to and during the exercise. It includes assessing our awareness of fraud and risk and the activities we have put in place to mitigate these. It also assesses our level of engagement with the NFI and our use of the tools the initiative can provide us with.

All data must be submitted in October with the matching exercise taking place in January 2021. The data sets we will provide to Audit Scotland include:

- Payroll data
- Pension data
- Trade creditors payment history
- Trade creditors standing data

Information on how this data is processed by Audit Scotland can be found in their [Privacy Notice](#)

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 25 September 2020