

SEPA Privacy Notice



Public Consultations

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 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.

Why we collect your personal information

Wherever possible, SEPA is committed to public involvement in policy making. Through our [Consultation Hub](#), we conduct consultations to gather opinion, and to provide you with the opportunity to feed into our policy making process. Many of our consultations are designed to be conducted anonymously. However, during the process of submitting responses to a consultation we may ask you to, **optionally**, provide the following information:

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

This information may be used to contact you in the event that further clarification is required on information supplied by you. Your personal information may also be used for engagement opportunities related to the specific consultation you have responded to. Any personal information that is collected by SEPA will not be supplied to third parties.

How we store your personal information

We use the *Citizen Space* platform to conduct consultations, which is provided to us by *Delib*. Information on how they process your data can be found in their [Privacy Policy](#). They will only use your data for the purpose noted above. It is securely stored within the platform and it will be deleted from the platform 6 months after the Consultation is closed. Data may be retained on SEPA systems in line with SEPA’s privacy policy. The information will only be used to support the development of policy and sector plans, by offering you opportunities to engage with SEPA, and will be deleted once these are finalised.

When we use data processors who are third parties to provide elements of services for us, we have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us, and they will hold it securely and retain it for the period we instruct.

Publication of Consultation Responses

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.

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.

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 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 22 October 2020