

SEPA privacy notice – Flood Risk Management in Scotland- 2018 Publication of National Flood Risk Assessment and Potentially Vulnerable Areas.

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 you provide feedback following the publication of the second Potentially Vulnerable Areas, National Flood Risk Assessment in December 2018. Publication is carried out in accordance with Sections 12 and 15 of the Flood Risk Management Act 2009

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 your feedback we will ask you to, **optionally**, provide the following information

- Email address

This information would only be used to contact you in the event that further clarification is required on information supplied by you, or if you have requested contact by a member of the SEPA flooding team.

Any personal information that is collected by SEPA will not be supplied to third parties.

Your personal information will be held securely in a partitioned directories area within SEPA systems and will be removed six months following publication of the second National Flood Risk Assessment and Potentially Vulnerable Areas as part of the project closedown exercise.

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 flood@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 flood@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 flood@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 18 December 2018.