

# SEPA privacy notice – Registrations under the Water Environment (Controlled Activities)(Scotland) Regulations 2011 – Digital Licensing

## 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 at <https://www.sepa.org.uk/help/privacy-policy/>

This privacy notice explains how we collect and use personal information to enable us to carry out our regulatory duties under the [Regulatory Reform \(Scotland\) Act 2014](#) and the [Water Environment \(Controlled Activities\)\(Scotland\) Regulations 2011](#), which may include:

- granting and administering of authorisations and maintaining registers
- investigating environmental complaints
- undertaking formal enforcement action
- maintaining our own accounts and records

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

## Registrations

During the process of applying for a registration we will ask you the following personal information for the person that we may contact about the application:

- Name
- Address including postcode
- Email address
- Telephone number

We will only retain your personal information for as long as it is required for the legal basis noted above. Thereafter, your data will be confidentially destroyed.

SEPA is required to make the information on the Register publicly available and the information you provide may be placed on SEPA’s public register which may be in any format including electronically on our web pages. The placement of such information will be subject to redaction of personal information unless this information is required as part of our Public Task.

Payment of fees for the registration will be carried out via the GOV.UK Pay service. SEPA will not have access to, or store, any financial information relating to the payment. Information on how the GOV.UK Pay service will handle your personal information can be found at <https://www.payments.service.gov.uk/privacy/>.

If you have any queries please contact us at [permitting@sepa.org.uk](mailto:permitting@sepa.org.uk).

## 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
<b>Information</b>	<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>
<b>Access</b>	<i>To request a copy of your information, please complete the <a href="#">Data Subject Access Request Form</a> or contact <a href="mailto:dataprotection@sepa.org.uk">dataprotection@sepa.org.uk</a>.</i>
<b>Correction</b>	<i>You have the right to ask for any personal information that is inaccurate or incomplete to be corrected</i>
<b><i>In certain circumstances, you will have the following extra rights:</i></b>	
<b>Erasure</b>	<i>You have the right to ask for your personal data to be deleted under certain circumstances</i>
<b>Objection to processing</b>	<i>You have the right to object to our use of your personal information under certain circumstances</i>
<b>Restriction on processing</b>	<i>If you make an objection, our use of your personal information may be temporarily suspended whilst we deal with your request</i>
<b>Portability</b>	<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](mailto: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](mailto: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 17 January 2019*