

# Scottish Environment Protection Agency

## Conditions on using our information

### General

There are some conditions on the use of our information. These are set out in this notice. Please make sure you also comply with any specific conditions or guidance that we supply with our information.

Nothing in this notice affects your statutory rights to access information that we hold.

'Our information' means any information and the associated intellectual property rights owned by SEPA. It does not include information owned by a 'third party'. SEPA is not responsible for this information. 'Third party' means any individual or organisation that supplies information to SEPA.

If you have our written permission to provide information to others, you must always:

- copy the information exactly (or extracts of the information)
- attach a copy of this notice (the recipients must also comply with this notice)
- acknowledge SEPA as the owner by adding 'The Scottish Environment Protection Agency reserves all copyright and database rights' and the year of first publication (or the current year if this is not available).

### Personal use

You may use our information for your own private use, including copying. You may give away copies of our information, provide you are not doing this for commercial or other financial reasons, and you comply with the conditions elsewhere in this notice.

### Not-for-profit organisations

You have the same rights as 'personal use' above. This includes using the information within your organisation. If you supply this information to others, you may charge a fee to recover your costs, as permitted by the Environmental Information Regulations or Freedom of Information Act.

### Commercial use

You may copy our information for internal use. You may not provide that information outwith your organisation without our written permission. There will usually be an additional charge.

If you are a professional adviser, you may give a single copy of our information to your client (or clients, if they jointly instruct you).

### Other use

This notice sets out various ways in which you can use our information. If you want to do anything not covered in the notice, you must have our written permission first. Examples of 'other use' include publishing on the internet or using it to promote a commercial service.

### Ownership

Any information that we supply to you will continue to be owned by either SEPA or a third party.

You will generally need written permission from the owners of third party data before you can use it. This may include information contained in our public register, some of which is supplied by third parties. It is your responsibility to check you have the right permissions.

### Charges

If we have told you that there is a fee for the information, you must pay this before we respond to your request. If you want to cancel your request and have your fee refunded, you can only do this up until the point that we start work on meeting your request.

### Content, quality and security

While we take reasonable care to ensure our information is accurate, complete, valid and up to date, we cannot guarantee this.

If you have asked for the information in an electronic format, we can not guarantee that it will be free of defects. It is your responsibility to check for viruses etc.

It is your responsibility to check that the data you request meets your needs.

### Further information

If you wish to use our information for any purposes other than those indicated in this notice, please contact the Information Management Unit at SEPA.

Email: [dataenquiries@sepa.org.uk](mailto:dataenquiries@sepa.org.uk)

Information Management Unit  
SEPA  
Erskine Court  
The Castle Business Park  
Stirling  
FK9 4TR