

## **Deposit Return Scheme Exemptions and Applications Privacy Notice**

The Scottish Ministers have a range of statutory responsibilities, including approving or refusing applications for exemptions from the obligation to operate a return point, and applications to operate a voluntary return point, under The Deposit and Return Scheme for Scotland Regulations 2020.

This privacy notice explains what happens to the personal information provided to the Scottish Ministers in the application process, from initial queries through to the issuing of notifications of approval or rejection of applications.

Zero Waste Scotland will handle administrative aspects of the application process, including gathering and processing data, on behalf of the Scottish Ministers.

The Scottish Ministers and Zero Waste Scotland take the right to privacy seriously and this privacy notice reflects our commitment to the fair and transparent processing of personal information. This notice sets out why we may need personal information, what we need and how we will use it.

### **Why do we collect personal information?**

The Scottish Ministers will, where necessary, use personal information in the exemption and voluntary return point application process. The Scottish Ministers collect, hold and process personal information because:

- the processing is necessary for compliance with a legal obligation; and
- the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Scottish Ministers.

The Scottish Ministers comply fully with obligations under data protection laws. These laws include the UK GDPR (as defined in s.3(10) of the Data Protection Act 2018), the Law Enforcement Directive and any other data protection legislation enacted by the UK Government.

If an applicant fails to provide all the information required to determine an application, the Scottish Ministers may refuse to proceed with the application. Provision of personal data such as a name, email address and contact telephone number is required as part of the applications process.

Personal information will, where necessary, be used by the Scottish Ministers to contact the applicant about their application. This will help reduce any delay in processing the application.

### **Who is processing the personal information?**

A controller is the entity (organisation) that determines the purposes, conditions and means of the processing of personal information. For this process, the Scottish Ministers are the Data Controller. Zero Waste Scotland and Circularity Scotland process this information on behalf of the Scottish Ministers.

### **How is personal information collected?**

The Scottish Ministers collect personal information in a variety of ways including email, letters, telephone, in person and when a user inputs information on the system.

### **What personal information is collected?**

The Scottish Ministers will process personal information including names, email addresses and contact telephone numbers.

### **What happens to personal information (including how it will be stored and for how long)?**

Personal information will be processed in a number of ways:

- stored securely in the Exemptions & Applications System. Personal information will be transferred to, stored at, or processed in a destination outside the UK but there are safeguards in place;
- personal information is retained for the period that a user is registered on the Exemptions & Applications System. Personal information is retained for as long as is necessary for the purpose it was collected, which is normally for the period of the exemption or operation of the voluntary return point;
- to contact you about your application and/or exemption;
- to facilitate the mapping and publication of alternative return points (locations);
- though we make every effort to preserve user privacy, we may need to disclose personal information if we have a legal obligation to do so.

## **Cookies**

We collect information on how you use the site, using [cookies](#) and page tagging techniques to help us improve the website (these cookies aren't used to identify you personally).

This helps us to:

- improve the site by monitoring how you use it; and
- respond to any feedback you send us, if you've asked us to.

We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites.

## **Queries about how personal information is handled**

If you have any queries or concerns about how your personal information will be handled, contact the Scottish Government Circular Economy Unit at:

Email: [circulareconomy@gov.scot](mailto:circulareconomy@gov.scot)

Circular Economy Unit  
Area 3H South,  
Victoria Quay,  
Edinburgh  
EH6 6QQ

## **Data subject rights**

You have the right to access the personal data we process about you, the right to object to processing that is or is likely to cause substantial damage or distress to you or another, the right to request to rectify, erase, block or destroy inaccurate information and the right to be confident that we will handle your personal information responsibly and in line with good practice.

To exercise these rights, you can write to the Scottish Government Data Protection Officer.

The Data Protection Officer can be contacted directly at:

Email: [DataProtectionOfficer@gov.scot](mailto:DataProtectionOfficer@gov.scot)

Data Protection Officer  
Victoria Quay  
Commercial Street  
Edinburgh EH6  
6QQ

The Data Protection Officer is the first port of call for complaints.

### **Complaints**

If you feel we have been unable to resolve your information rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO is the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Information Commissioner's Office at:

Information Governance department  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Website: <http://www.ico.org.uk/>

You can also report a concern here - <https://ico.org.uk/concerns/handling/>.

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