

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data in this case in order to allow you to deposit non-commercial waste at our Household Waste Recycling Centres with a hire vehicle and/or on a temporary basis.

Date of Issue: 17 August 2020

Update History:

Version 1	First issue of a new Privacy Notice
Version 1.1 13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Place
Service: Environment
Team: Waste

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: Z6825178
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

What data will we collect about you?

When you fill out our online waste declaration form, or alternatively telephone us to complete the form, will collect:

- Your name
- Your home address
- Email address
- Telephone number

- Vehicle model
- Vehicle registration number
- Date of visit
- The type of waste you are looking to deposit

Where you are using a hire vehicle, we will also collect:

- Details of the hire company used

We will also ask to see:

- Proof of identity (such as Driving License, Council Tax Bill or Bank Statement) – this is not retained, it is only needed for inspection at the site to verify your identity and address.

What will we use your data for?

We will use your data to:

- Confirm your identity and eligibility to use the facilities as a resident of West Berkshire
- Contact you (only in the event of a query or issue (including any warnings of misuse))
- Issue you with a permit (where applicable)
- Confirm the type of waste you are bringing to our household waste recycling center
- Monitor the number of times you visit site as visits are limited to 6 times a year using a hire van and temporary permit.
- If required, carry out further investigation into the origin of the waste which can include a visit to the applicant's property
- Confirm the identity of the hire company

Who will see your data?

Your data will be collected, processed and viewed only by the West Berkshire Council Waste Team and Veolia, a third party who are contracted to run the recycling centers. Your details will be stored securely by both parties.

Why are we doing this?

West Berkshire Council, as a data controller, is required by law to identify a "basis for processing" under the provisions of the General Data Protection Regulations.

In this case, the information you provide to the council is with a view to taking steps necessary to create a contract with you to receive and process your recycling/waste. This is described by Article 6(b) of the GDPR.

In addition, the council provides household waste recycling facilities as part of its statutory duty to do so, and in the public interest as a public authority. This is described by Article 6(e) of the GDPR.

Providing the data requested remains your choice – the council cannot and will not compel you to provide it, but should you decide you don't want to give it to us, this will naturally affect our ability to help you to access the Household Waste Recycling Centres, and will lead to you being denied access.

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

The data is shared directly with our contractor, Veolia, who run our recycling centres. Once you submit your declaration using the online form, it is emailed to the site's Household Waste Recycling Centre manager. Your data is stored electronically with suitable security and will only be accessible by approved personnel.

Documentation will only be printed if required as a contingency to check and assess during your visit; in the event this is necessary, any paper copies are securely destroyed once your visit has concluded.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

END
