



## **Recycling Centre Booking System Privacy Notice 13 January 2023**

### **Key contact details**

Grainne McKinley, Head of Waste Processing, Enforcement & Business Support  
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### **The type of personal information we collect**

We currently collect and process the following information:

- Name
- Address
- Telephone number
- Email address
- Vehicle registration number

### **How we get your personal information and why we collect it**

Most of the personal information we process is provided to us directly by you to book a slot in one of our Household Recycling Centres.

We use the information that you have given us in order to book a slot quickly and easily online. You'll need an email address to receive confirmation of your booking. Just select your preferred site, time slot, input your email address, then hit book and you will receive a booking confirmation. You must bring your booking confirmation (on your mobile device or a print out) to enter the recycling centre. If you have not received your email confirmation, you should check your junk email folder.

The personal data may be shared internally within the Council with staff who are involved in providing this service and, where necessary, between internal departments with the purpose of supporting an effective delivery of service. As part of monitoring the service, Council may contact you directly if it suspects you are using the system for commercial purposes. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

### **(e) We need it to perform a public task.**

### **How we store your personal information**

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.



## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see 'Key Contact' details above).

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: [www.ico.org.uk](http://www.ico.org.uk)
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/>
- Helpline: 0303 123 1114