

Fair Processing Notice

Waste & Recycling



1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can provide you with or deliver waste recycling containers and/or bags in order to facilitate the separate collection of recyclable waste and absorbent hygiene products.

The Processing of your data is:

- Because we have a **legal obligation** to do so
- Because you have entered into a **contract** with us.
- Because it is necessary for the performance of this **public task** to do so
- Because it is necessary for **legitimate interests** to do so

Our service also needs to use sensitive personal data also called “special category data” which requires more protection to keep it safe. This is often information you would not want to be widely known and is very personal to you.

We will take extra care of this data. The legal reason for us to collect and use this personal information is:

- (a) It is necessary to perform our statutory duties. Pembrokeshire County Council has A legal duty under the Environmental Protection Act 1990 to collect household waste.
- (b) it is necessary for legal cases, for example, littering or fly-tipping

2. What we collect & how Information about you is used.

We will collect enough personal information in order to provide you with services for the following purposes:-

- Rubbish Collections
- Recycling Collections
- Absorbent Hygiene Products
- Food Waste Collections
- Garden Waste Collections including Christmas tree collection
- To deliver caddies, boxes and bags to the public
- Commercial Waste Collections
- Bulky Household Waste Collections
- Littering & Dog fouling- anyone who is caught can receive a Fixed Penalty Notice (fine).
- Fly-tipping - you can receive a Fixed Penalty Notice for fly tipping.

The information that you provide will be processed according to the General Data Protection Regulations 2016, the Environmental Protection Act 1990 and the Controlled Waste (England and Wales) Regulations 2012.

We will make any disclosures required by law and we may also share this information with other bodies responsible for auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to process your request for the provision and delivery of waste recycling containers and bags, and to monitor and report on the use of this service.

3. How long do we keep hold of your information?

Within our main service area we will retain Information provided to us for **2** years after last contact and your information will be securely disposed of once it is no longer required, exceptions below.

Real Nappies Cash back Scheme - We will retain the information provided to us for **7** years to comply with grant funding rules and your information will be securely disposed of once it is no longer required.

Assisted waste services - We will retain the information provided to us for as long as you are eligible for the service and your information will be securely disposed of once it is no longer required.

Fly Tipping - We will retain the information collected and provided for **7** years after last action including prosecution and your information will be securely disposed of once it is no longer required.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

*Access to Records Team
Pembrokeshire County Council County Hall
Haverfordwest
SA61 1TP*

5. Your Rights

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** – this is not an absolute right and will depend on the reason for processing your personal information
- The right to **Data Portability** – This only applies to data processing that is carried out by automated means
- The right to **Restrict processing** may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to withdraw your consent at any time.

6 Complaints

Pembrokeshire County Council endeavors to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk
Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law.

Information Commissioner's Office
Wycliffe House,
Water Lane
Wilmslow,
SK9 5AF
Email case.worker@ico.org.uk

7. Changes to this privacy notice.

We keep our privacy notice under regular review.