

## **PRIVACY NOTICE: WASTE AND RECYCLING CENTRES – COVID-19 RESPONSE**



This privacy notice covers how Pembrokeshire County Council's Waste and Recycling Centres will collect, use and protect personal data for the purposes of collating information for a booking in system to enable the control of users within our facility.

Pembrokeshire County Council will also collect, use and share your personal data to support Test, Trace, Protect which is the Welsh Government strategy to control the spread of new outbreaks of COVID-19. More information on this can be found at [PRIVACY NOTICE – RECORD KEEPING TO SUPPORT TEST, TRACE, PROTECT](#)

You can also check our website page <https://www.pembrokeshire.gov.uk/advice-on-the-coronavirus> for Coronavirus updates and information.

### **Why we need your information (purposes of processing)**

The Welsh Government has instructed Local Authorities to re-open Waste and Recycling Centres in a controlled manner to restrict visitors. This is in order to ensure waste and recycling is being disposed of safely and keeping to government guidance of social distancing.

The information that you provide will be processed according to the General Data Protection Regulations 2016, the Data Protection Act 2018, 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 enable us to cross-reference your booking either by phone or online with the expected time of your visit to one of the WRC's.

### **What personal data are being collected?**

When you contact us we will process the following types of information, we will only process what is necessary and proportionate;

- your name
- your home address
- your vehicle registration number
- your email address

## **What is our legal basis for processing your personal data?**

The legal basis for processing your data in this way at the present time is that it is in the public interest to enable us to provide this service safely to our customers given the current situation with the COVID-19 pandemic.

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(e) processing is necessary for the performance of a task carried out in the public interest of in the exercise of official authority vested in the controller.

## **Who we will share your information with**

Pembrokeshire County Council has a duty to protect the public fund it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

## **How long will my personal data be retained by the Council?**

Pembrokeshire County Council will only keep your information for as long as is necessary, taking into account Government advice and the on-going risk presented by COVID-19. At a minimum the information outlined in this privacy notice will be kept for the duration of the COVID-19 response and relevant audit timescales. Your information will be securely disposed of once it is no longer required.

## **Your Rights**

Under data protection law, you have rights including:

- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- In certain circumstances (e.g. where accuracy is contested), to request that the processing of your personal data is restricted;
- In certain circumstances you have the right to object to the processing of your personal data;
- You have the right of access – you have the right to ask us for copies of your personal data. To make a request, please contact:

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

Email: [acesstorecords@pembrokeshire.gov.uk](mailto:acesstorecords@pembrokeshire.gov.uk) Telephone: 01437 775798

## **Complaints and Queries**

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](mailto: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  
Website: <https://ico.org.uk/>

Telephone No: 0303 123 1113

## **Changes to this privacy notice**

We keep our privacy notice under regular review.