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<b>Service Area:</b>	Public Protection, Community & Leisure Services
<b>Work Area:</b>	Community and Leisure Services – Waste Management
<b>Contact Details:</b>	01443 866533 recyclingwards@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Household Waste Recycling Centres
<b>Description of Privacy Notice:</b>	This Privacy Notice will explain how we will use your information when you use one of our Household Waste Recycling Centres.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Household waste is defined as waste from your household and garden that has NOT come from any construction, demolition, repairs or alteration to your household. Examples of household waste include furniture, carpets, garden waste, general refuse, and electrical items.

Due to Health and Safety we do not allow pedestrian access at our Household Waste Recycling Centres, due to the absence of a safe walking route.

In order to ensure that those who use our Household Waste are entitled to use this service i.e. are residents of the Caerphilly County Borough area and are using the facilities for the disposal of household waste, we undertake the following checks.

#### Visitors in a Car

Visitors in a car will only be able to access the service if the vehicle driver presents a valid UK driving license to Household Waste Recycling Centre staff. The driving license will be checked to ensure that license holder's address is within the Caerphilly County Borough area. A copy will not be made of the driving license nor will any information be noted from it.

#### Visitors with a Van or with a Trailer

Visitors with a van or trailer will only be able to access the service with a 'Tipping Permit' which will need to be applied for in advance from one of our cash offices or customer service centres. A tipping permit is issued free of charge but you will need to provide proof of residency and the vehicle registration document (V5). If you have hired or borrowed the vehicle additional documents will also have to be presented in order to obtain a tipping permit. A copy of the documents you present will be retained by Caerphilly County Borough Council.

Further information on the process / documents needed is available via our website:  
<https://www.caerphilly.gov.uk/Services/Household-waste-and-recycling/Recycling-centres/Vans-and-trailers>

### **Legal basis for processing**

The Environmental Protection Act 1990 places duties on local authorities in respect of the collection and recycling of waste and there are criminal penalties for households and businesses that fail to cooperate with the local authority's arrangements.

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

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

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Office**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

### **Details of main users of your information**

The main user of your information will be

#### Visitors with a Van or with a Trailer

Your information may be processed by cash offices or customer service centres on behalf of Community and Leisure Services - Waste Management.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

### **Details of retention period**

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

#### Visitors in a Car

A copy will not be made of the driving license nor will any information be noted from it.

### Visitors with a Van or with a Trailer

Your information will be retained for the current year + 6 years.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)