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Service Area: Communities
Work Area: Waste Strategy & Operations
Contact Details: 01443 866533
RECYCLINGWARDS@CAERPHILLY.GOV.UK
Privacy Notice Name: Household Waste Recycling Centre Privacy Statement
Description of Privacy Notice: This privacy statement will explain how Caerphilly County Borough Council will use personal information in respect of site permit applications.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Household Waste Recycling Centres within the county borough can only be used by those with those with vans and/or trailers if:

- They are a resident of the borough
- Only for the purposes of the disposal of household waste or domestic construction / demolition waste

To ensure this, we have a permit system in place. Permits are available from our cash offices or customer service centres. In order to issue a permit the following information / documents is required:

- Proof of residency
- Proof of vehicle ownership (V5) or Proof of Hire or Letter of authorisation and contact details of registered owner
- Fee (in respect of construction / demolition waste)

Residents are required to produce the V5 document for the vehicle they intend to use for disposal of the materials. The information is required to check the vehicle meets the acceptance criteria for the sites e.g. less than 3.5 tonnes and not a flatbed. It is also used to identify whether the vehicle is a small or large van for charging purposes (£35 or £70). The information is then checked by the attendants at site to make sure the correct permit is being used for the type of material and size of vehicle.

Without this information it would be almost impossible to undertake the checks above, it would also open the scheme to abuse by unlicensed waste collectors who could use the same vehicle to collect from numerous properties as long as the permit is obtained by the

property owner. This would result in the residents of the Borough supplementing the waste disposed of by unlicensed operators.

It is imperative this information remains on the permit or it would be relatively easy to avoid the checks and could undermine the success of the whole scheme.

Permits issued will contain a permit number, vehicle description and the registration of the vehicle that is going to be used. Permits are single use and must be surrendered to a member of staff at the Household Waste Recycling Centre that you use.

Legal basis for processing

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:

1(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

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

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Details of main users of your information

The main users of your information will be cash offices or customer service centres who will issue permits on behalf of Waste Strategy & Operations and Household Waste Recycling Centres which are part of Waste Strategy & Operations.

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.

Permits are retained for 3 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.

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

Summary Privacy Notice

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To ensure this, we have a permit system in place. Permits are available from our cash offices or customer service centres. Permits are free for household waste and subject to a fee for domestic construction / demolition waste. Permits are single use and must be surrendered to a member of staff at the Household Waste Recycling Centre that you use. Permits are retained for 3 years.

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}](#)