

# PRIVACY NOTICE FOR USE OF HOUSEHOLD WASTE RECYCLING CENTRES



The Data Controller of the personal information being collected and processed is:

## **DUMFRIES AND GALLOWAY COUNCIL**

This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information, which will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

### **Dumfries and Galloway Council Contact Details:**

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk); Telephone: 0303 333 3000

### **Data Protection Officer's Contact Details:**

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk); Telephone: 0303 333 3000

#### **Why are we collecting your data?**

Dumfries and Galloway Council are collecting your data for the reasons/ purposes of:

We are using your name, address, and vehicle registration number so we may safely manage access to the 12 Household Waste Recycling Centres to residents of Dumfries and Galloway.

For the safety of public and staff a booking system is in operation to ensure numbers are managed on site, thus maintaining social distancing, and avoiding queuing traffic on adjacent roads networks.

This allows our staff to ensure that those booking a time to attend a Council household waste recycling centre can access the facility.

We record your email address so we may send you a booking diary entry that can be added to your mobile or computer diary.

We take your phone number so that if there is a problem with a HWRC for which you have a booking e.g. unplanned site closure, we can contact you. We may also call you if we identify inappropriate use of your address i.e. someone registering a vehicle to your property, or where waste crime and site misuse is identified.

#### **What personal information are we collecting from you?**

Dumfries and Galloway Council need to collect the following information from you:

- Email address
- Car registration
- Postcode
- Name
- Phone Number

**What is the legal basis for collecting your data?**

We provide these services to you as part of our statutory function as your local authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If the data we collect is a statutory, contractual requirement or necessary to enter a contract, if you do not provide your personal details the following may happen:

If we do not receive the information required on the application, we will be unable to guarantee you access to one of our HWRCs.

**What will we do with your information?**

Once the data is collected, we will process the information by adding your details to database of users of HWRCs.

The name, address and postcode of the eligible applicants will be used to understand usage of the facilities and distances public travel, etc. to better inform services and times offered at each of the 12 sites.

We may share information with other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

**How long will your data be stored in the Council?**

We will retain your information for 1 year from the time you book a slot at an HWRC.

If you chose to accept your email address being stored for the sharing of information regarding the waste service, we will retain your data for 5 years before confirming that it is ok to keep your email address.

This is in line with our Dumfries and Galloway Council Record Retention Schedules.

**How will we secure your data?**

Information held by the Waste Service, Dumfries and Galloway Council will be secured by:

- Password protected computers
- Locked cabinets
- Restricted access

**Your Individual Rights**

You have the right to:

- Be informed
- Withdraw your consent at any time
- Request access to your personal data
- Data Portability (this is to move your data where the legal basis is consent or performance of a contract)
- Request your data to be corrected
- Object to the processing of your data
- Request your data to be forgotten (deleted) where the legal basis is consent
- Restrict the processing of your data
- Lodge a complaint with the Information Commissioner's Office (ICO)

**Your responsibilities**

To contact the Waste Service (Waste Disposal) Team on 030 33 33 3000 to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire,  
Telephone: 0303 123 1113