



## DATA PRIVACY NOTICE

### TRADE WASTE SERVICE AT re3 RECYCLING CENTRES

#### The identity and contact details of the company

Reading Borough Council, 1st Floor, Civic Offices, Bridge Street, Reading, RG1 2LU.

#### Contact details of the Data Protection Officer

[IGTeam@reading.gov.uk](mailto:IGTeam@reading.gov.uk)

#### What Personal Data is held?

In order to take part in the re3 Trade Waste service, the following information is required in relation to the business:

- Name
- Registered Trading Address
- Email address
- Phone Number
- Vehicle registration number(s)

Some of this information may be considered personal where sole traders, employees, partners or company directors are individually identifiable and the information relates to them as an individual.

#### How will the data be stored?

Data will be held by the re3 Contractor, FCC Environment and be treated in accordance with the Data Protection clause of the re3 Waste PFI Contract.

#### What is the legal basis for the collection, use and storage of the data?

The re3 Recycling Centres are provided for residents of Bracknell Forest, Reading and Wokingham Borough Councils to deposit their household waste in line with section 51 of the Environmental Protection Act 1990.

Trade waste is defined as waste arising from any trade, business, industrial or commercial activities and has not previously been permitted at the re3 sites.

The re3 Partnership is giving small local businesses the opportunity to register to use these facilities to dispose and recycle their waste in line with section 51(3).

It is necessary to process personal data in the exercise of this official authority and the re3 Partnership will use the data provided at the time of application to administer and monitor the service and seek feedback from the participating businesses.

#### Give details of how long the data will be stored and criteria used to determine this?

Data will be stored for two years from the time of application or permit renewal. This is in line with our

statutory obligation to retain Waste Transfer Notes for at least two years.

**Who will it be shared with and for what purpose?**

re3 is a partnership between Bracknell Forest, Reading and Wokingham Borough Councils and FCC Environment. FCC operates the re3 Recycling Centres on behalf of the Councils and data entered into the application webform or provided on the phone, will be received by this organisation.

Data may be shared with Council waste and enforcement teams for the purpose of monitoring permit usage and taking enforcement action, where appropriate. Data may also be shared with other Council departments for the efficient performance of their services, and with law enforcement agencies for the prevention and detection of crime.

The data will not otherwise be shared outside the re3 partnership unless required by law.

**How can the service user get access to it?**

A Subject Access Request can be made by following the link: [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

**State whether any data is to be transferred outside the EU?**

No data will be shared outside of the EU.

**Is processing based on consent?**

No.

**What other rights does the service user have?**

The service user has the right to put a complaint to the Information Commissioner's Office (ICO).

**State if there will be any automated decision making**

None. Permits will be allocated on a first come, first served basis, subject to verification checks and expected site usage.