



## FAIR PROCESSING NOTICE

### re3 RECYCLING CENTRE BOOKING PROCEDURE

#### 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

[Ricky.Gill@reading.gov.uk](mailto:Ricky.Gill@reading.gov.uk)

#### What Personal Data is held?

In order to book a slot to visit a recycling centre, the following information is required:

- Name
- Email address
- Phone Number (optional)
- Postcode and house number/name

If you have a commercial or commercial type vehicle your vehicle registration number will also be required.

#### How will the data be stored?

Data will be entered onto a third party platform and treated in accordance with their privacy policy (<https://www.bookinglab.co.uk/privacy>).

Data downloaded by Reading Borough Council will be held on secure servers.

Data held by the re3 Contractor, FCC Environment, will be treated in accordance with the Data Protection clause of the re3 Waste PFI Contract. Paper records printed by the re3 Contractor, will be shredded within a week of the booked visit taking place.

#### 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.

The Recycling Centres are open in line with Government guidelines, to help residents prevent a build-up of waste in their homes, which could cause a public health risk.

A range of temporary measures have been put in place at the Recycling Centres to enable the Government's guidance on social distancing to be observed at the sites during the course of the Coronavirus pandemic. The booking in system is designed to help minimise queueing whilst we limit the number of vehicles within the Recycling Centres at any one time.

The re3 booking-in system operates in the best interest of the public and the re3 Partnership will use the data provided at the time of application to administer the service.

The process of applying for a commercial vehicle permit has been combined with the booking system in order to minimise the number of forms residents need to complete. Trade waste is defined as waste arising from any trade, business, industrial or commercial activities and is not permitted at the re3 sites. The commercial vehicle permits were introduced to limit the ability of traders to deposit waste for free at the tax-payer's expense and this scheme therefore also operates in the best interest of the public. The re3 Partnership will use the data provided at the time of application to administer the permit scheme and to review the number of visits made to the Recycling Centre by individual residents and/or vehicles. We may contact residents if it appears that the number of visits suggests activity more like that of a trader than a householder.

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

Data will be held on the Bookinglab system for a period of 6 months. Details related to the use of commercial or commercial type vehicles, collected via the booking system, may be held by the re3 Partnership during the operation of the re3 recycling centres and for 6 years after use of the sites ceases, in line with the Council retention schedule.

**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 Environment operates the re3 Recycling Centres on behalf of the Councils and access to the data entered into the booking webform will be provided to 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 by re3.

**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**

All re3 residents are entitled to use the Recycling Centres to deposit their own household waste, in line with our Waste Acceptance Protocol. Booking slots will be allocated on a first come, first served basis, subject to

successful completion of the webform. Permit applications are approved for appropriate classes of vehicle, where the necessary information is provided and the declaration is agreed.