

## FAIR PROCESSING NOTICE

### re3 COMMERCIAL AND COMMERCIAL-TYPE VEHICLE PERMITS

#### 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

#### What Personal Data is held?

In order to apply for a commercial or commercial type vehicle permit, the following personal information is required:

- Name
- Address
- Email address
- Vehicle registration number

#### How will the data be stored?

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

Data transferred to FCC will 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 is not permitted at the re3 sites.

The commercial vehicle permits have been introduced to limit the ability of traders to deposit waste for free at the tax-payer's expense.

The permit scheme therefore 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 stored 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 operates the re3 Recycling Centres on behalf of the Councils and data entered into the application webform will be transferred 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.

**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**

Permit applications are approved where the class of vehicle is appropriate, the applicant is resident within the re3 area, the necessary information is provided and the declaration is agreed.