

Classification: OFFICIAL

Privacy notice

This notice explains when we collect personal data, what we use it for, who we share it with and your rights.

<p>The identity and contact details of the company</p> <p>Reading Borough Council - HOUSEHOLD WASTE AND RECYCLING COLLECTION, HOUSEHOLD WASTE ASSISTED COLLECTION AND HOUSEHOLD WASTE CONTAINERS.</p>
<p>Contact details of the Data Protection Officer</p> <p>Ricky.gill@reading.gov.uk</p>
<p>What Personal Data is held?</p> <ul style="list-style-type: none">• Address• Phone, fax and e mail details <p>Information is collected on the telephone, by face to face contact and using electronic forms via website or by telephone.</p>
<p>How will the data be stored?</p> <p>Our household waste computer system is accessed via secure connections and hosted on secure servers, in a remote data centre in the UK.</p> <p>Where we have data held on paper, this will be minimal, stored in a locked area, scanned where possible and kept for no longer than necessary to deal with the transaction.</p> <p>Items we may have with your information on paper are:</p> <ul style="list-style-type: none">• Bin delivery record sheet• Assisted collection sheet
<p>What is the legal basis for the collection, use and storage of the data?</p> <p>The Environmental Protection Act 1990</p> <p>We use information to run a statutory household waste collection service in Reading. The information we collect is used as part of offering the service.</p>
<p>Give details of how long the data will be stored and criteria used to determine this?</p> <ul style="list-style-type: none">• Household Waste information will be held for up to 6 years, 3 years for recycling.• Paper records will be destroyed immediately.
<p>Who will it be shared with and for what purpose?</p> <ul style="list-style-type: none">• Compliments and Complaints are shared internally with the complaints team for Reading Borough Council.• We may use your email address with your consent for information and notification of changes to statutory waste collection activities.

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<p>How can the service user get access to it?</p> <p>A Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection</p>
<p>State whether any data is to be transferred outside the EU?</p> <p>No other data is transferred outside the EU.</p>
<p>Is processing based on consent?</p> <p>No.</p> <p>We may not be able to delete your personal data if it is needed for legal reasons.</p>
<p>What other rights does the service user have that we have to make known to them?</p> <p>You have</p> <ul style="list-style-type: none">• The right to have data corrected• The right to have data deleted• The right to put a complaint to the Information Commissioner's Office (ICO)
<p>State if there will be any automated decision making</p> <p>We do not use automated decision making</p>