

Environment and Transport Department – Waste Site Access

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

Environment and Transport Department – Waste Site Access (Permits or online booking).

What Information do we need from you?

We need to know the following about you: Your name or organisation name, charity number (if applicable), address, email address, contact number, vehicle registration number and if there is any sign writing on the vehicle

Why do we need this?

We need this information so that we can:

- Process requests to use the waste sites
- Issue permits (if applicable) and provide recycling and household waste site service updates
- Handle complaints, queries and compliments;
- Process trade waste disposal and enforcements
- Resolution of disputes and the prevention of crime and anti-social behaviour
- Monitor your use of the waste sites and record your details where we have concerns.

We will also use this information to evaluate the service. All data will be anonymised before use in this evaluation.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using public task under various legislation, such as the Environmental Protection Act 1990 as the lawful condition for us to do this.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. Sometimes we need to share your information with others. When it is necessary, we may disclose your personal information to the following organisations: approved contractors, district/borough councils within Leicestershire, neighbouring local authorities and the Environment Agency.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of Europe.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service we will keep the details for a period of 3.5 years.

What if something changes?

If the information you provided changes or your circumstances change please contact etdataprotection@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.