

Privacy Statement

Operational services

Why we collect personal information

We are required under the following legislation to provide services in relation to Environment, Transport and Highways:

- The Collection and Disposal of Waste Regulations 1988
- The Controlled Waste Regulations (England and Wales) 2012
- Controlled Waste Regulations 2012
- Environmental Protection Act 1990
- Local Authorities Cemeteries Order 1977

The information we collect

To enable us to provide these services we may collect the following information from you directly or from internal council departments and external agencies:

- name
- address
- date of birth
- contact details
- next of kin details
- Medical Information
- Car registration number
- Insurance details

Purpose for processing your information

- Purposes for processing your information include being able to provide waste collections, including bulky, clinical and garden waste.
- For issuing season tickets, taking direct debit payments, contacting clubs/ players if needed. Being able to contact next of kin in an emergency.
- For the purposes of having a record of the ERB holder for a grave plot and contact details if there is a need to contact family member of deceased.
- processing an internment request

Who we share your information with

We may share your personal data between our services and with partner organisations, such as government bodies, 3rd party contractors and the police. We will do so when it is of benefit to you, required by law, or to prevent and detect fraud. Partner agencies we will share your information with include:

- government bodies
- police
- Funeral directors
- stone masons
- transport operators
- clinical waste contractor
- insurance companies
- Banks
- Golf shop

How long we keep your information

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

Your rights

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>