

Privacy Statement

INTRODUCTION

www.wasteandresource.co.uk is a site operated by Waste & Resource Management Ltd. We are registered under registration number 08586106 and have our registered office at 17, Parker Gardens, Stapleford, Nottingham. NG9 8QG. Our VAT number is 178468749.

Waste & Resource Management Ltd are steadfast to protecting your privacy and maintaining the security of any personal information received from you. We firmly follow to the requirements of the data protection legislation in the UK.

We do not sell or rent your personal information with any third party for commercial reasons. We will only contact you, with your consent.

We may however pass over collection details to various third party collectors of whom can assist us with your collection if required

We follow strict security procedures with the storing and disclosure of data which you have given us, to prevent unauthorised access in accordance with the UK data protection legislation.

We do not collect personal and sensitive information.

If you have any questions concerning our privacy statement please contact us.

What information do we collect?

We may collect the following information,

- Company Name
- contact information including email address
- demographic information such as postcode,
- collection details including dates -consignment note details - quantities collected
- relevant financial figures and information required to satisfy Government audit requirements

What we do not collect?

- Debit/Credit card details
- Bank details
- Contract details

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and for the following reasons:

- Internal record keeping.
- For account purposes, setting up customer accounts and related activities.
- to provide goods and services

Safeguarding Measures

Waste & Resource Management Ltd take your privacy seriously and takes every sensible measure and safeguard to protect and secure your personal data. We protect your information from unauthorized access, alteration, disclosure or destruction and have several layers of security measures in place, **including: - Password protected software, password protected PC, locked in one room, firewalls and anti-virus/malware. Our internal policies and controls ensure that your data is not misused or disclosed and all personal data, in whatever format, is stored/disposed of securely and confidentially.** and will never disclose, share or sell your data. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. **The purposes and reasons for processing your personal data are detailed below: -**

- *To comply with our legal obligations & Environmental Law*
- *For accounting purposes, invoicing & Statements*
- *To communicate with you*

How Long We Keep Your Data

Waste & Resource Management Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*Company name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Consent

In agreeing to this privacy notice you consent to us processing your personal data for the purposes outlined. You can withdraw consent at any time by contacting us via the details below.

Waste & Resource Management Ltd

17, Parker Gardens

Stapleford

Nottingham

0115 9780321

accounts@wasteandresource.co.uk

sales@wasteandresource.co.uk