

# **DATA PROTECTION** **PRIVACY NOTICE**

JWS Waste and Recycling Services Limited (JWS) are committed to respecting your privacy and keeping your personal data secure. The purpose of this Notice is to explain how and why we collect personal data and what we do with the data we hold.

JWS may revise this Privacy Notice at any time by posting an update on its website, please ensure that you check the website from time to time to review the current Privacy Notice.

### **1. Who We Are**

JWS are the Data Controller of the information you provide to us. If you have any questions or concerns about this Notice or your rights in relation to the personal data you have provided us with please contact our Compliance Department using the details below.

JWS Waste and Recycling Services Limited  
Westport House  
35 Frederick Road  
Salford  
Manchester  
M6 6LD

0161 737 4545  
[Compliance@jswaste.co.uk](mailto:Compliance@jswaste.co.uk)

### **2. What Personal Data We Collect**

In order to operate efficiently, JWS are required to obtain and process relevant personal data about the individuals it works alongside. This allows us to carry out our business as intended and provide planned services to our customers. JWS will collect personal data when you:

- Register your interest on our website, over the phone or with one of our sales team
- Use any of our provided services
- Telephone, write or contact us by any means providing us with your personal data.

This can include information such as your name, job title, email address, employer details, postal address, telephone number, mobile number, and where necessary bank account details so that we can process payments. We do not collect any sensitive information about our customers or suppliers.

No matter how the information is obtained, personal data will be processed at JWS in accordance with this the General Data Protection Regulations 2016 (GDPR) and our Data Protection Policy.

### **3. How we Use Your Personal Data**

The legal basis that we rely on for processing your information depends upon the circumstances in which it is being collected and used. In most cases it will fall into one of the following categories:

- Processing is necessary to fulfil a contract with you or to take steps to establish a contract.
- Processing is necessary for our legitimate interests or the legitimate interests of third parties.
- You have given consent for us to process your information for a specific purpose.

JWS will use the information you have provided to us to contact you in relation to the services we provide. We may on occasion use your data to provide you with marketing and communication information about some of similar services offered by JWS and circulate a copy of our Company Newsletter. All our marketing communication has an 'opt out' option should you not wish to be contacted further.

#### **4. Who We Disclose Your Personal Data To**

JWS do not pass any of your personal data to outside organisations unless required for completion of the requested service.

JWS do occasionally use external service providers to help us deliver our dedicated service to you. We may give relevant personnel within these service providers access to your personal information, but only to allow them to perform the service you have requested from us. JWS will endeavor to ensure that all service providers are compliant with the GDPR 2016 and will request they adhere to JWS Policies and Terms in relation to data processing.

#### **5. Your Rights**

As a provider of personal data you have the right to:

- Request access to, rectification or erasure of your data
- Restrict or object to processing
- Data portability
- Withdraw any given consents
- Lodge a complaint with the Supervisory Authority

Please note that where personal data is a contractual requirement, failure to provide or withdrawal of personal information may result in JWS being unable to deliver the desired service. Should you wish to know more about your rights please contact our Compliance Department.

#### **6. Data Retention and Accuracy**

JWS continually strive to improve the quality and accuracy of the information you have provided to us and will on occasion contact you to confirm to accuracy of the details we hold. Please help us keep our records up to date by informing us of changes in your details. Note that if your account appears to have not been used for one year, we may try and contact you to check whether it is still in use and/or we may delete it.

JWS do not hold your information for any longer than is necessary for the purpose you have provided it for. The retention period is dependent on the purpose and specific time scales as outlined in our retention policy.

#### **7. Legal Requirements**

JWS may disclose your personal data if required by law or in line with the prevention or detection of crime, if requested by the Police or similar authorities. JWS will ensure that the sharing of such information will be conducted in line with relevant legislation.

#### **8. Further Processing**

Where JWS intend to further process your personal information for a purpose other than that for which the personal data was collected, JWS will provide information on that other purpose before processing.