

## Application for Clinical Waste Collection

Aylesbury Vale District Council offers a free weekly collection service for domestic clinical waste.

To ensure this service is provided to those who require it, we conduct an annual audit on all householders across the Vale registered to our clinical waste collection service.



To remind you, there are **three** different types of clinical waste:

### 1. Sharps collection

Sharps including needles and syringes should never be put in normal rubbish bin, even if they haven't been used. They should always be placed in a sharps box, which we will collect and dispose of safely.

### 2. Waste that can be disposed in your green refuse bin

Non-hazardous waste such as nappies, incontinence pads and sanitary items do not require specialist treatment or disposal and can be disposed of in your green refuse bin. We provide a larger and/or additional green refuse bin free of charge to accommodate non hazardous/offensive waste.

### 3. Waste that needs to be collected in orange sacks

Hazardous waste needs to be sent to be incinerated in order to prevent infection, this includes items such as:

- Swabs and wound dressings/bandages,
- wound vacuum drains or pumps; and
- home dialysis waste (except empty saline or glucose IV bags which can be put in your green refuse bin).

**Please complete this form using BLOCK CAPITALS and return to the details at the top of the accompanying letter:**

### Your details

<b>Title:</b>	
<b>First name:</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Email: address:</b>	
<b>Telephone:</b>	

**What type of clinical waste do you generate?**

- Non hazardous (nappies, incontinence pads, sanitary items)
- Sharps waste (needles and syringes)
- Infectious waste (stoma bags, dressing, home dialysis kit)
- Other; please state .....

<b>Any further information</b>

**Type of waste – to be completed by a healthcare professional**

Must be completed by a healthcare professional (community nurse, practise nurse, consultant or GP). Please indicate below the group of waste which are being produced by the resident.

Type of waste	Description	Tick as appropriate
Sharps	Discarded or unused syringes and needles	
Non-hazardous waste	Non-hazardous waste such as nappies, incontinence pads and sanitary items	
Hazardous waste	Waste that is deemed to be infectious or potentially infectious and subjected to special treatment for disposal such as infected wound dressings, stoma bags	
<b>Any additional information</b>		
If changed from previous information provided OR any change of circumstances.		
<b>Name:</b>		<b>Official NHS approval stamp</b>
<b>Signature:</b>		
<b>Date:</b>		

## Declaration – to be completed by a applicant

By my signature below, I certify the information I have provided on this form is true, accurate and complete. I also understand that any false statements or deliberate omissions on the form could result in the service being ceased.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Privacy Notice

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495.

### What information do we have about you:

We can hold the following information:

- The address of the property on which you will like the clinical waste collection.
- The name and contact details of the person using the service.
- What type of clinical waste is generated at the household.

### Why are we using your information?

We need your information so that we can:

- Provide a clinical waste collection which meets our customers needs.
- Administer the clinical waste collection.
- Contact you regarding the service.

We can use your information because:

- As your local authority we need it to collect waste as required by law.

We need to use special information relating to the clinical waste produced in your household which may give health details (please see the Council's main Privacy Notice for further information) and we can use it because we need the information to collect waste as required by law.

If you do not give us your information it may affect how we make a decision on your clinical waste application.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

### We may share your information with

We may share information provided with other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

### Automated Decision Making

We do not carry out any automated decision making.

**Last updated: 14 June 2018**

## **Your rights**

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, see our main [Privacy Notice](#) page.

We would though like to bring to your attention that your information will be held for six years, from the date on which this service is no longer required by you.

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495, or report on our [comments, compliments and complaints](#) page.

If have any queries concerning your clinical waste collection, you may contact our Business Support team on telephone 01296 585635 or you can email [rwbusinesssupport@aylesburydc.gov.uk](mailto:rwbusinesssupport@aylesburydc.gov.uk)