

Last updated: 27 June 2018

## **Privacy Notice for Garden Waste**

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 would like the garden waste service.
- The contact details of the person paying for the service.
- The bank details of the individual paying either on-line or by direct debit.

### **Why are we using your information?**

We need your information so that we can:

- Administer the garden waste service.
- Organise collections.
- Take payments.
- Contact you regarding the service.

We can use your information because we need it to deliver the contract we have with you.

If we need to use your special information (please see the Council's main [Privacy Notice page](#) for more details) we can use it because you have given us your permission to use it.

You have the right to stop us using your information at any time by completing the [form](#).

If you do not give us your information it might affect how we provide the service and whether we are able to provide the service at all

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.

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## 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, our main [Privacy Notice page](#).

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 see our [web page](#).