

## Privacy Notice for Clinical Waste (Application)

Buckinghamshire Council 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 can also be contacted on the above details or by email on [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk)

### 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.

## **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 on our website.

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 Manager, on email [jackie.binning@buckinghamshire.gov.uk](mailto:jackie.binning@buckinghamshire.gov.uk) or telephone 01296 585495.

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.av@buckinghamshire.gov.uk](mailto:rwbusinesssupport.av@buckinghamshire.gov.uk)