



Waste carriers Privacy Notice

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to individuals in Articles 12, 13 and 14. These are more detailed and specific than in the Data Protection Act and place an emphasis on making privacy notices more transparent, and accessible.

A privacy notice must be supplied to the individual at the time we collect/they provide you/NRW with their personal data. The GDPR says that the information you provide to individuals about how you process their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

Identity and contact details of the Data Controller

Natural Resources Wales (NRW) is the Data Controller and is committed to protecting the rights of individuals in line with General Data Protection Regulation (GDPR).

Contact details of the Data Protection Officer

Natural Resources Wales has a Data Protection Officer who can be contacted through dataprotection@cyfoethnaturiolcymru.gov.uk 0300 065 3000

What information do we collect about you?

We collect personal data from you to enable us to register you as a waste carrier/broker/dealer and to provide a Public Register of waste carriers/brokers/dealers.

This includes:

- Existing registration details (if applicable)
- For individuals and partnerships - your name(s), date of birth, address, contact details (telephone/fax number, mobile number and email address)
- For Companies - The name and previous names of the Company, registered office address, Company contact details, Company officer details for directors and Company secretary including position, title, name and date of birth.
- For Public Bodies – name, type of Body, address, contact details, Chief Executive title, name and date of birth.
- For all applicants - contact details, position, title, organisation name, address.
- For all types of applicants - details of relevant convictions including title, name of offender, date of birth, position, court name, offence, penalty imposed.
- For upper tier applications which attract a fee, we will require your payment details.

How will your information be used?

Your data is used to determine and process your application to become a registered waste

carrier/broker/dealer and if required to contact you regarding matters that relate to your activity as a waste carrier/broker/dealer.

Some of the information provided is also used to inform the public about your registration by including certain details on our public register of waste carriers, brokers and dealers to allow the public to check your registration is valid.

What is our legal basis for processing your personal data?

Processing is necessary for compliance with a legal obligation on NRW to provide a mechanism for registering waste carriers/brokers/dealers and for providing a public register.

Who receives your information?

Our Customer Contact Centre and Finance departments who process and determine your application. The information may also be used by our Operations and Evidence, Policy and Permitting departments who carry out regulatory activities related to waste carriers/brokers/dealers.

Any transfers to third countries and the safeguards in place

Your data will not be transferred to third countries.

How long will your information be held?

The personal data will be held in accordance with NRW's retention schedule (no longer than 7 years).

What are the individual rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit our C for further information in relation to your rights

Any requests or objections should be made in writing to NRW's Data Protection Officer: -
Email – dataprotection@cyfoethnaturiolcymru.gov.uk

Data Protection Officer
Natural Resources Wales
Maes y Ffynnon
Penrhos Road
Bangor
Gwynedd
LL57 2DW

Security of your information

Your data will be retained on password protected IT systems. We use Microsoft Office 365 and Microsoft Azure to store our official business documentation, both these systems meet the UK Government's "OFFICIAL" accreditation. ALL routine public sector business, operations and services and the data they involve will be treated as OFFICIAL. Examples of OFFICIAL business include:

- The day-to-day business of government, service delivery and public finances.
- Public safety, criminal justice and enforcement activities.

- Personal information which falls under the protection of Data Protection legislation (which includes, for example, data such as health records)

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact NRW's Data Protection Officer using the contact details above. If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk