

# CHC Waste Facilities Management Ltd

## Privacy Notice

### What type of information we have;

We currently collect and process the following information:

- Work contact information provided by contracted clients .

### How we get the information and why we have it;

All of the information we process is provided to us directly by you for one of the following reasons:

- We have the information that you have given us to communicate booking, service, delivery and waste information, also to enable each user to access the application.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation.

### What we do with the information we have;

We use the information that you have given us in order to communicate the services we deliver and waste information, to enable each user to access the application.

We will not share any contact information without your prior consent

### How we store your information

Your information is securely stored at CHC's Head Office – Pendre House, Pendre Industrial Estate, Tywyn, LL36 9LW

### Deletion of data

If we received written confirmation from a client that a user needs to be removed, we will endeavour to do so immediately. Alternatively, if we cease trading with a client for whatever reason, we will remove their company information from the application (but hold onto relevant information at Head Office as per legislation) – once the time restrictions have passed all documented will be securely destroyed | shredded.

### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.



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**Your right to erasure** - You have the right to ask us to erase your information in certain circumstances, if requested in writing on company letterheaded paper (accompanied by an authorised signature).

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances, if requested in writing on company letterheaded paper (accompanied by an authorised signature).

**Your right to object to processing** - You have the the right to object to the processing of your data in certain circumstances, if requested in writing on company letterheaded paper (accompanied by an authorised signature).

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.