

## Data Protection Policy

### Introduction

WasteCare Ltd is fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) which come into force on the 25<sup>th</sup> May 2018. The company will therefore follow procedures that aim to ensure that all employees, contractors, agents, consultants, partners or other people who have access to any personal data held by or on behalf of the company, are fully aware of and abide by their duties and responsibilities under the GDPR.

### Statement of policy

In order to operate efficiently, WasteCare Ltd has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with regulation. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the GDPR to ensure this.

WasteCare Ltd regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

To this end the company fully endorses and adheres to the Principles of Data Protection as set out in the GDPR.

### The principles of data protection

The Act stipulates that anyone processing personal data must comply with Six Principles of good practice. These Principles are legally enforceable.

The Principles require that personal information:

1. Shall be processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

6. Shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

The GDPR provides conditions for the processing of any personal data. It also makes a distinction between personal data and “sensitive” personal data.

Personal data is defined as, data relating to a living individual who can be identified from:

- That data;
- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- Physical or mental health or condition;
- Genetics;
- Biometrics;
- Sexual life;
- Criminal proceedings or convictions.

### **Handling of personal/sensitive information**

WasteCare Ltd will, through appropriate management and the use of strict criteria and controls:-

- Observe fully conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply strict checks to determine the length of time information is held;
- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred abroad without suitable safeguards;
- Ensure that the rights of people about whom the information is held can be fully exercised under the GDPR.

These include:

- The right to be informed that processing is being undertaken;
- The right of access to one’s personal information within the statutory 1 month period;
- The right to prevent processing in certain circumstances;
- The right to correct, rectify, block or erase information regarded as wrong information.

In addition, WasteCare Ltd will ensure that:

- There is someone with specific responsibility for data protection in the organisation;
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are regularly assessed and evaluated;
- Performance with handling personal information is regularly assessed and evaluated;
- Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.

All managers and staff are to be made fully aware of this policy and of their duties and responsibilities under the GDPR.

All managers and staff will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- Paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- Personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
- Individual passwords should be such that they are not easily compromised.

All contractors, agents, consultants, partners or firms:

- Ensure that they and all of their staff who have access to personal data held or processed for or on behalf of the company, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the GDPR. Any breach of any provision of the Act will be deemed as being a breach of any contract between the company and that individual, company, partner or firm;
- Allow data protection audits by the company of data held on its behalf (if requested);
- Indemnify the company against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by the company will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the company.

### **Implementation**

The company has appointed a Data Protection Officer. This officer will be responsible for ensuring that the Policy is implemented. Implementation will be led and monitored by the Data Protection Officer. The Data Protection Officer will also have overall responsibility for:

- The provision of cascade data protection training, for staff within the company.
- For the development of best practice guidelines.
- For carrying out compliance checks to ensure adherence, throughout the business, with the GDPR.

**Notification to the Information Commissioner**

The Information Commissioner maintains a public register of data controllers. WasteCare Ltd is registered as such.

We are required to notify and renew our notification on an annual basis. Failure to do so is a criminal offence.

The Data Protection Officer will review the Data Protection Register annually, prior to notification to the Information Commissioner.

Any changes to the register must be notified to the Information Commissioner, within 28 days.

To this end, any changes made between reviews will be brought to the attention of the Data Protection Officer immediately.

Peter Hunt

11<sup>th</sup> January 2025

A handwritten signature in black ink, appearing to read 'P. Hunt', written over a horizontal line.

Chairman