

## **Privacy Policy**

Please read this policy carefully to understand how we collect, use, and process your personal data.

**Computer Waste Ltd** registered in England (number 7279932). Hereinafter referred to as CWL.

## **Key Terms**

**Website(s)**" means any website(s) we own and operate (such as [www.computer-waste.co.uk](http://www.computer-waste.co.uk)) or any web pages, interactive features, applications, widgets, blogs, social networks, social network "tabs," or other online, mobile, or wireless offerings that post a link to this privacy policy.

**"Personal Information"** means any information that identifies, or can be used to identify a Member, a Contact, or a Visitor, directly or indirectly. Examples of Personal Information include, but are not limited to, first and last name, date of birth, email address, gender, occupation, work address, or other demographic information.

## **Introduction**

Computer Waste Ltd use of Applications, including all information and materials contained on them, which are managed by CWL. For any questions regarding this Privacy Policy please contact us using the details listed at the end of this policy.

## **Consent**

By using CWL, you consent to the terms of this Privacy Policy. CWL may change the terms of this Privacy Policy from time to time.

## **What types of information do we collect and store?**

We collect personal information (such as your name, business address, bank details, phone number or e-mail address) on CWL's server. For example, collection waste notes, potential new clients (with an option to opt out). If you apply for a job role at CWL, we will collect

information so that we can process your application and assess your suitability for the role, which will include contacting your previous employer for a work reference.

### **How and why do we need information collected?**

Establishing and maintaining communications with you and your Business, information will be retained By CWL in a secure environment, will be kept confidential, and will only be used in connection within CWL's business activities or as necessary to Comply with the law or the requests of law enforcement agencies or regulators. For example, waste notes submitted for the purposes of a collection which contains, customers name, address and phone number will have to be kept as we have a legal obligation to keep waste notes for a minimum of 5 years.

### **Security**

We take appropriate security measures to ensure that we keep your information accurate and up to date, we will also take steps reasonably possible to ensure that your data is treated securely, and in accordance with this privacy policy.

We will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.

We adhere to strict Data Protection policies within our site location which includes the physical security of your data. All confidential paperwork is stored in locked cabinets until 5 years has passed.

### **Sharing of your personal information**

The information you provide will not be sold or rented nor will it be shared with third parties unless we have your permission (example a business reference).

The information will only be used to send standard e-mails and correspondence, such as orders, queries, acknowledgment, invoices & statements.

### **Payment processing and fraud:**

Where submitted, your card details may be disclosed to banks or relevant financial institutions to arrange payments. CWL do not store card details once the payment has been processed.

In the case of a suspected fraudulent transaction, your details may be further disclosed for the sole purpose of performing further checks (for example, disclosure to a credit checking agency).

### **Use of cookies**

CWL do not use cookies on their website.

### **Access to your personal information**

You may have rights of access to personal information that we hold about you, to correct that information, or, in some circumstances, to object to our processing of your information under data privacy law. If you wish to exercise any of these rights, or have any questions about this policy, please write to:

Computer Waste Ltd

Unit 4 Astra Centre

Royle Barn Road

Rochdale

OL11 3DT

Alternatively, you can e-mail us at [info@computer-waste.co.uk](mailto:info@computer-waste.co.uk), or call us on **01706 342 228**