# 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) 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.

## Lawful bases for processing

**(a) Consent:** You have given clear consent for CWL to process your personal data for a specific purpose.

**(b) Contract:** in respect of a contract, we will need to use your personal data.

**(c) Legal obligation:** the processing is necessary for CWL to comply with the law (not including contractual obligations).

**(d) Public task:** the processing is necessary for CWL to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

**(e) Legitimate interests:** the processing is necessary for CWL legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

## 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 purpose 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 uses cookies on their website.

**Right to lodge a complaint with a supervisory authority**

Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with a supervisory authority, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this Regulation.

The supervisory authority with which the complaint has been lodged shall inform the complainant on the progress and the outcome of the complaint including the possibility of a judicial remedy pursuant to Article 78.

**What is Article 78 of the GDPR?**

78 GDPR Right is an effective judicial remedy against a supervisory authority. Without prejudice to any other administrative or non-judicial remedy, each natural or legal person shall have the right to an effective judicial remedy against a legally binding decision of a supervisory authority concerning them.

**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 27A Cromer Industrial Estate
Jubilee Road
Middleton, Greater Manchester
M24 2LE

Alternatively, you can e-mail us at info@computer-waste.co.uk, or call us on 01706 342 228.