

Data Protection Privacy Notice (Website)

This Privacy Notice explains how SWM & Waste Recycling Limited collects, uses, stores, and protects personal data, and how individuals can exercise their rights under data protection law.

This notice is provided in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

1. Data Controller

SWM & Waste Recycling Limited is the **Data Controller** for the purposes of data protection legislation.

2. Personal Data We Collect

We may collect and process the following categories of personal data, where relevant:

- Contact details (e.g. name, address, email, telephone number)
- Contractual and commercial information
- Financial and payment details
- IT, communications, and systems usage data (including monitoring where lawful)
- Reference or business relationship information

3. How We Collect Personal Data

Personal data may be collected:

- Directly from you
- From professional advisers, contractors, or service providers
- Through our IT systems, websites, CCTV, access control, and communications systems, where applicable and lawful

4. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- Performance of a contract or steps taken prior to entering a contract
- Compliance with a legal obligation
- Legitimate interests of the Company, where these are not overridden by your rights
- Consent, where required by law

5. How We Use Personal Data

We use personal data to:

- Manage contractual and business relationships
- Comply with legal and regulatory obligations
- Operate and protect our business, systems, and premises
- Communicate with you in relation to services or enquiries

We only process personal data that is relevant, adequate, and limited to what is necessary.

6. Sharing Personal Data

We may share personal data with:

- Professional advisers and service providers
- Contractors and business partners where necessary
- Regulators, authorities, or law enforcement where legally required
- Third parties in the event of a business sale, merger, or restructuring

All third parties are required to protect personal data appropriately and in accordance with the law.

7. Data Storage and Security

Personal data may be stored at Company premises or with approved third-party service providers. Appropriate technical and organisational security measures are in place to protect personal data against unauthorised access, loss, or misuse.

8. Data Retention

Personal data is retained only for as long as necessary to fulfil the purpose for which it was collected, including legal, contractual, and regulatory requirements.

9. Your Data Protection Rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of personal data (where applicable)
- Restrict or object to processing
- Request data portability

- Withdraw consent (where processing is based on consent)

10. Contact Details

For questions, requests, or concerns regarding personal data, please contact:

Tel: 0333 123 7000

Email: info@swmrecycling.co.uk

11. Complaints

If you are not satisfied with how we handle your personal data, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

Website: www.ico.org.uk

Telephone: 0303 123 1113

12. Review of This Notice

This Privacy Notice will be reviewed periodically and updated as necessary to reflect changes in law or business practices.