

Introduction

CS Recycling and CS Shredding are dedicated to data protection and have put steps in place to make sure that all personal data have the necessary controls in compliance with the new GDPR requirements, as of 25th May 2018.

This privacy notice explains how CS Recycling and CS Shredding use any personal information we collect about you in all elements of our business.

Within this privacy notice, the following questions should be answered. If any of these questions are not answered to your satisfaction, please get in contact with us by email, to emma@csrecycling.co.uk.

- Who is collecting the data?
- What data is being collected?
- What is the legal basis for processing the data?
- Will the data be shared with any third parties?
- How will the information be used?
- How long will the data be stored for?
- What rights does the data subject have?
- How can the data subject raise a complaint?

Website

What information do we collect about you?

We collect information about you when you get in contact via email or phone enquiries or place an order for products or services. We also collect information when you voluntarily complete the online enquiry form.

We use cookies and Google Analytics to help us monitor how many people view each page and how they found our site. We can't see who you are or any of your personal details.

Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy notice. You should exercise caution and look at the privacy notice applicable to the website in question.

Personal data held by person type

Customers

We collect information about you in order to sufficiently conduct services agreed within a verbal or contractual agreement. The information we have on each customer is detailed below:

- Company name
- Company address
- Company access times
- Site contact full name
- Site contact telephone
- Site contact email
- Other contact information
- SIC code
- Payment information incl. banking details

Suppliers

CS Recycling and CS Shredding retain information about voluntarily provided data on key suppliers, which includes the following data:

- Company name
- Company address
- Contact full name
- Contact business telephone
- Contact business email
- Other contact information
- Payment information incl. banking details

Recruitment candidates

All persons who apply for a job at CS Recycling or CS Shredding voluntarily provide personal data to CS Recycling and CS Shredding. This data includes:

- Full name
- Email address
- Telephone number
- Personal address
- Education history
- Work history
- CV

Enquiries

Data held from enquiries pertains only to information voluntarily provided by potential customers. This information includes the following:

- Company name
- Commercial Email Address
- Commercial Location details
- Personal Email Address
- Personal Location Details

Data retention

Person type	Maximum retention timeframe	Legal basis for retention
Customers	Customer lifetime + 2 years	As a waste transfer company, by law required to retain records pertaining to the transfer of waste. Read the government overview https://www.gov.uk/managing-your-waste-an-overview/waste-transfer-notes
Suppliers	Supplier lifetime + 6 years	https://www.gov.uk/vat-record-keeping
Employees	Employee employment lifetime + 5 years	http://www.hse.gov.uk/foi/busclasschem.pdf
Recruitment candidates	2 years	Recruitment records can be retained for as long as there is a clear business need. 2 years allows the company to re-contact any previously unsuccessful candidates with new job opportunities. https://www.gov.uk/data-protection-your-business/recruitment-managing-staff-records
Enquiries	2 years	The company sees a clear business need to retain enquiry contact information for a period of 2 years to ensure a streamlined approach to re-enquirers.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Sharing data with third parties

As CS Recycling and CS Shredding are sister companies, any information provided to either entity may be transferred between one another pertaining only to necessary requirements for processing requests.

No data will be shared with third parties outside of CS Recycling and CS Shredding without prior content from persons concerned.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following way:

- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at emma@csrecycling.co.uk.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the General Data Protection Act 2018. **If you would like a copy of the information held on you, please email us at emma@csrecycling.co.uk.**

If you believe that any information we are holding on you is incorrect or incomplete, please get in touch as soon as possible. We will promptly correct any information found to be incorrect.

Complaints

If you have any complaints regarding the data retained by CS Recycling or CS Shredding, these can be directed by email to emma@csrecycling.co.uk. Complaints will be dealt with in a prompt manner.