



Greenleaf Recycling Ltd

Green Waste Disposal & Composting Centre

Privacy Policy: Greenleaf Recycling Limited

Overview

This privacy policy covers Greenleaf Recycling Limited (further referred to as GLR) and the website listed here:

- www.greenleafrecycling.co.uk

GLR complies with the General Data Protection Regulation (2018) and this privacy policy outlines how we handle personal and business data.

GLR is a registered with Companies House (company number 07327444).

Contact Details

If you need to contact GLR you can:

- Email us at: enqs@greenleafrecycling.co.uk
- Write to us at: Lane Farm, Bedlington, Northumberland NE22 6AA
- The contact name for all privacy queries is Debs Porteous (Office Manager).

Purpose of processing

Although we undertake very limited processing of data, and especially personal data, the following activities are undertaken by GLR.

- Email correspondence is stored, securely, via Microsoft's Office 365 service for the duration of any service contracts or projects undertaken. Only emails that have project information are stored, all other emails are deleted. Deleted emails are purged every six months.
- Project data is archived, via our secure server, and has no retention policy specified.
- The contact forms used on the website listed above convert their data to an email format and any data received is treated as email correspondence (as detailed above).
- Google Analytics are used on the website listed above. This data is used to help improve website design and user experience. The collection of this data requires a cookie to be placed on your device(s) and information passed to Google Analytics is in a generalised format. No personal data is transmitted to, or stored, by Google with reference to the tracking cookies.

- Limited personal data is passed to training providers when training needs to be organised. All training providers used by GLR are vetted to ensure that their working practices are GDPR compliant.

Cookies Policy

In order for our Google Analytics reporting to work the above listed websites will attempt to place a cookie onto your browsing device when you visit the site.

A cookie is a very small text file that your web browser places on your device's storage / hard drive. Our cookies are only used to store a unique identifier. They do not store any information about you, your orders or any password or credit card information.

You do not have to accept our cookies in order for our websites to work.

Data retention periods

The data we hold is only held for the period of time that it is relevant:

- Personal information is retained for the period of time that it is valid, this can be up to forty years in some instances (where health surveillance issues are to be considered).
- Contact details, as stored in email systems and mobile phones are reviewed every six months to ensure that only up to date and relevant contact information is retained by GLR.
- Project data files are held without a retention period as these files may need to be reviewed in the future. No personal details are held within these project files.

Your (individual) rights under GPDR

GLR complies with the GDPR and as such every 'data subject' has the following rights:

1. The right to be informed.
2. The right of access.
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing.
6. The right to data portability.
7. The right to object.
8. Rights in relation to automated decision making and profiling.

To exercise your rights, please review this privacy policy and contact us with your request if you cannot find the information you need.

Your right to withdraw consent at any time

Should you wish to withdraw your consent for GLR to store your data please email enqs@greenleafrecycling.co.uk and let us know that you wish to withdraw your consent. Your data will be removed from our systems and you will be notified by return email.

Your right to lodge a complaint with a supervisory authority

Although GLR will aim to deal with any complaints directly you may contact the Information Commissioners Office (ICO) should you be unhappy with how GLR handles personal data.

You can contact the ICO using the information located at <https://ico.org.uk/concerns/>

What happens if you fail to provide personal data

Failure to provide personal information to GLR could result in:

- Staff members not being able to be paid / pension administrated.
- An inability for GLR to contact an individual about a project (or other) query.

Automation of personal data

There is no automation of personal data undertaken by GLR.