**PRIVACY NOTICE**

This Privacy Notice explains how Wheeldon Brothers Waste Limited uses and protects information that could be used to identify you or other individuals (“Personal Data”).

**Control of your Personal Data**.

Wheeldon Brothers Waste Limited will be the controller of any Personal Data you provide to Wheeldon Brothers Waste Limited.

Wheeldon Brothers Waste Limited is a Limited company Number: 0843156 registered in England with a registered address at: Bridge House, Yeargate Industrial Estate, Bury New Road, Bury BL9 7HT.

Wheeldon Brothers Waste Limited’s Data Protection Officer can be reached at the address above.

**What Personal Data will be collected?**

Wheeldon Brothers Waste Limited collects Personal Data on its websites when you request publications or other information, sign up for on-line or physical events, apply for jobs or participate in surveys. We collect Personal Data that you provide (such as names, mailing addresses, email addresses, telephone numbers, and resumes) and Personal Data that are not directly entered (such as IP addresses, browsing patterns, click streams, or cookies.

We may also receive Personal Data at meetings, through emails, on telephone calls, and from recruiters or recruiting websites. We do not collect sensitive Personal Data, such as information relating to health, race, ethnicity, sexual orientation, or trade union membership, except that we collect health information as needed to administer employee benefits, and we may collect other sensitive information from employees or applicants if required to show compliance with fair hiring and employment laws. We do not collect or store credit card data. You may enter such data into the system of an independent credit card processor, but it is not accessible to or stored by Wheeldon Brothers Waste Limited. Our services are not directed at people under the age of eighteen, and we request that they not provide us any Personal Data. We will erase any such data that is inadvertently provided or stored.

**How your Personal Data will be used.**

Wheeldon Brothers Waste Limited will only collect, store, use or otherwise process your Personal Data for the following purposes:

a) to prepare for or perform contracts for the sale of Wheeldon Brothers Waste Limited’s goods or services;

b) to pursue our legitimate interests in marketing our goods or services, except where those interests are overridden by your interests or fundamental rights;

c) in connection with the collection of our research;

d) to the extent needed to meet disaster recovery and business continuity obligations;

e) where required to protect your rights or safety or the safety of others;

f) to comply with judicial or governmental subpoenas, warrants or orders; and,

g) in the unexpected event of a bankruptcy proceeding.

Your Personal Data may be shared with, or stored on platforms provided by, third parties (persons or companies who are not part of Wheeldon Brothers Waste Limited) who help us market or sell Wheeldon Brothers Waste Limited’s goods or services.

Your Personal Data will not be sold to or otherwise provided to third parties for purposes of marketing their goods or services.

Your Personal Data will not be subject to any automated decision-making or profiling that would affect your rights.

**How long your Personal Data will be retained.**

Wheeldon Brothers Waste Limited will only retain your Personal Data for the time needed to accomplish the purposes listed above. Wheeldon Brothers Waste Limited has specific data retention and destruction policies which you may request at the above address.

**How your Personal Data will be protected.**

Wheeldon Brothers Waste Limited complies with all laws and regulations applicable to it, including data protection laws. Wheeldon Brothers Waste Limited has appropriate technical and organizational measures in place to ensure that your Personal Data:

1) is processed lawfully, fairly and in a transparent manner;

2) is collected for the purposes specified above and not further processed in a manner incompatible with those purposes;

3) is adequate, relevant and limited to what is necessary for those purposes;

4) is accurate (with inaccurate data promptly corrected or deleted) and, where necessary, is kept up to date;

5) is retained for no longer than needed for the purposes stated above; and,

6) is kept secure.

**Your Personal Data rights.**

You have important data rights, including the following:

• Right to Withdraw Consent. If you have consented to the use of your Personal Data, you have the right to withdraw consent at any time, and to unsubscribe from all marketing emails.

• Right to Access Information and Obtain Rectification. You have the right to access and review your Personal Data and have any errors in it corrected.

• Right to Object to or Limit Processing. You have the right to object to the processing of your Personal Data and to restrict or limit direct marketing or other uses.

Additional Rights for EU Citizens and Residents. If you are a resident or citizen of the European Union (EU), you will have new data protection rights after the EU’s General Data Protection Regulation (GDPR) takes effect on May 25, 2018, as follows:

• Right to Erasure. You have the right to request that Wheeldon Brothers Waste Limited erase all of your Personal Data retained or used by it and to no longer store or otherwise process it.

• Right to Data Portability. You have the right to obtain an easily readable and transferrable copy of any Personal Data that is processed by automated means and that you provided to Wheeldon Brothers Waste Limited pursuant to a consent or for performance of a contract.

To exercise any of the above rights, write to the registered office above. Wheeldon Brothers Waste Limited will respond to your request to exercise these rights without delay and within one month.

**How to contact us or lodge a complaint**.

If you have questions about our Privacy Policy or our use or protection of your Personal Data, please contact Susan Wheeldon-Gorst at Wheeldon Brothers Waste Limited’s Data Protection Officer at the registered office address above.

You have the right to lodge a complaint about the treatment of your personal data by contacting the Information Commissioners office at 0303 123 1113 or https://ico.org.uk/concerns.