

## **Your information: Trade waste**

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Newtown St Boswells, Melrose TD6 0SA. You can contact us on 0300 100 1800 or [customeradvice@scotborders.gov](mailto:customeradvice@scotborders.gov)

The Council's Data Protection Officer can be contacted using the contact details for the Council as set out above or by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

## **How we will use your information**

We have developed this online form to allow you to tell us when you are re re-opening your business, and wish to re-instate your trade waste contract(s). We will use your information to deliver the terms of the contract(s), process your service requests and inform you of any relevant information or requirements relating to the trade waste service. We may also use it to send you a response regarding your service requests. The Council is collecting and using this information as part of our public task.

The information you have provided will be retained until your Trade Waste Service delivery has commenced. After that date your information will be destroyed securely.

## **What information do we collect**

We will only collect the personal information that we need. This may include:

- Personal name, address and contact details
- Relevant business, company or organisation name, address and contact details
- Correspondence (emails, letters, notes of telephone conversations)

If you have provided anyone else's details to us, please make sure that you have told them that you have given their information to Scottish Borders Council.

## **Who we may share your information with**

Your information will be accessed by Council staff who need to use it in order to provide the service described above such as Trade Waste and Environmental Health Officers. We do not send any information we collect about you outside of the UK or the European Economic Area (EEA).

## **Your rights**

For information on the rights you have over your personal data, please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Please visit our website <http://www.scotborders.gov.uk/DPYourRights> for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.