**Garden Waste – Privacy Notice**

 **The reasons why we process your data:**

* In order to deliver and manage the provision of garden waste collection services

**How we collect your data:**

* Emails
* Letter
* Online form
* In person
* Telephone call
* Voice customer satisfaction survey following phone call
* We may also collect your information from a third party (a chosen representative acting on your behalf)

**The lawful basis for processing your data:**

* Contract with data subject

**The type of personal data we process:**

* Name
* Email
* Address
* Telephone number
* Payment information

**Special (Sensitive) category data:**

Non-applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-applicable

**Processing of personal data relating to criminal convictions and offences:**

Non-applicable

**Sharing your data:**

* Unit4 ERP system
* Biffa

**Automated decision making:**

Non-Applicable

**How long we keep your data:**

6 years from your last payment