



Ubico Ltd Privacy Statement

General Data Protection Regulations (GDPR)

Ubico collates and uses personal information of its employees for the purpose of employment, Health & Safety, road traffic act and other legal requirements. Personal Information we will collate may include full name, address, NI Number, email address and phone number, next of kin details, bank details, driving license details, any medical history and training qualifications.

Ubico also receives information of local residents that it provides services to in order to undertake environmental & waste management services on behalf of Local Authorities.

This information is used to undertake waste & recycling collections, assisted collections, bulky waste collections and is restricted to being only the personal information required to undertake our contractual duties. Ubico only requests an address in these instances.

For the full range of services Ubico and associated privacy statements please see the 'Services' section of our website at www.ubico.co.uk.

Below is a summary of the lawful bases for collecting and using personal data

- 1) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- 2) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- 3) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- 4) Vital interests:** the processing is necessary to protect someone's life.
- 5) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- 6) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

When we use information about you, we have to comply with the current data protection legislation and make sure you understand how we use your information and what your rights are over the information we hold about you.

Your rights:

1. The right to be informed about what information we hold about you.
 - Each service area has a page on our website that tells you how they use the information it holds about you. If you would like to know more you can contact us.
2. The right to have access to the information we hold about you.
 - You have the right to know what information we hold about and have access to copies of that information. We may ask you to tell us which services you use to help us find the information we hold about you; and we may ask you to provide identification to ensure we are giving the information to the right person.
3. The right to have inaccurate information about you put right.
 - Where you think we are processing information about you that is incorrect, you can ask us to put it right. Please be clear about what information you think is inaccurate and if possible provide evidence of the inaccuracy.

4. The right to restrict process.

You can ask us to stop processing your personal data in the following circumstances:

- Where you think we are processing information about you that is inaccurate, until we have verified it is accurate or changed it.
- Where you object to the processing (but only in limited circumstances) and you think your rights override your Local Authority's rights to use your information.
- Where you think we are using it unlawfully and you don't want us to erase it, just stop using it. For example, where we no longer need the personal data but you require the information to establish, exercise or defend a legal claim.

5. The right to have personal data we hold about you erased.

You can ask us to erase your personal data in the following circumstances:

- Where we no longer need to use the personal information about you for the purpose for which it was originally collected or used.
- If you withdraw your consent and there is no other lawful basis for us using your personal data.
- If you object to the processing and there is no overriding legitimate interest for Ubico Ltd to continue using it.
- The personal data was unlawfully processed.
- The personal data has to be erased in order to comply with a legal obligation.

6. The right to data portability.

You can ask us to send personal data that you have given us to a third party or to yourself in a machine-readable format. This only applies where the personal data has been provided under a contract or with your consent and where the personal data is processed by automatic means.

7. The right to object:

You have the right to object to the following:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling) where your rights to privacy outweigh our right to use your personal data for purpose:
- direct marketing and
- processing for purposes of scientific/historical research and statistics

8. Rights in relation to automated decision making and profiling.

We can only carry out automated decision making about you in certain circumstances where they would have a significant legal effect on you.

The types of decision-making we can make are:

- Where it is necessary for the entry into or performance of a contract; or
- We are authorised to do so by UK law;
- You have given us your explicit consent.

Where we make automated decisions about you we will:

- Tell you that we are making an automated decision about you;
- Tell you that you can request human intervention or challenge a decision by writing to us using the contact details below: and
- Carry out regular checks to make sure that our systems are working as intended.

Name (please print).....

Signed:

Date:

If you would like more guidance on data protection, you can visit the Information Commissioner website at ico.org.uk

Alternatively you can contact us via email enquiries@ubico.co.uk or write to: Ubico Limited, Swindon Road, Cheltenham GL51 9JZ