

Greater Manchester Combined Authority

Charity Tipping Permit

Privacy notice

1. Who we are

Greater Manchester Combined Authority are responsible for the management and disposal of municipal waste from Greater Manchester. GMCA receives funding from a levy on the nine Greater Manchester local authorities - Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford (Wigan operates as a unitary authority and administers its own disposal arrangements). The levy funds the operation of a network of waste and recycling management facilities in Greater Manchester. SUEZ Recycling and Recovery UK manage the waste and recycling facilities on behalf of GMCA.

2. Summary of service

GMCA are legally required to provide a waste tipping service for registered charity premises in nine local authorities of Greater Manchester. Registered charity premises can apply for a tipping permit which allows them to use GMCA owned waste transfer facilities to dispose of donated household goods which are not resaleable. Charities are required to apply for a permit on <https://charity.recycleforgreatermanchester.com>.

3. What data we collect

The data that we collect to process charity permit applications are:

Application form

- Charity name
- Charity number
- Charity type
- Charity premise address
- Charity contact name
- Charity email address
- Charity contact number
- Vehicle registration numbers
- Items being tipped
- Waste carriers licence number

Duty of Care waste transfer note

When an application is approved the charity is required to complete a duty of care waste transfer note. This is a legal document that businesses that produce waste are legally required to have. The document covers the business and the owner under the Environmental Protection Act 1990.

- Type of donated waste for disposal
- Type of premises
- Type of vehicle
- Contact name for waste producer and waste carrier

- Address for waste producer and waste carrier
- Contact number for waste producer and waste carrier
- Signatures of waste producer, waste carrier and waste disposer
- Job position

Number of visits

As instructed by GMCA, SUEZ collect the following data so we can monitor the usage of charity permits.

- Type of waste tipped at a waste transfer facility
- Total of tips each month per charity permit
- Date when waste was tipped at a waste transfer facility
- Weight in tonnes of waste tipped at a waste transfer facility

4. Why we need your data

We require your data:

- to process your charity permit application
- to renew charity permits annually
- to notify you of any changes in the service
- to monitor permit usage
- to notify councils of usage if charities go over the allocated tip limits

5. Our legal basis for processing your data

Our legal basis for processing your personal data are to perform a public task with official authority under the following legislation:

The Controlled Waste (England and Wales) Regulations 2012

6. How long we keep your data

The GMCA will keep your information from the point at which the application has been processed for the following periods of time :

- For approved applications we will keep information as long as the permit is active. It is the charity's responsibility to renew the permit annually and this process needs to be completed within 12 months of a renewal notice reminder.
- For expired applications we will keep information for 12 months.
- For declined applications we will keep information for 12 months.
- For cancelled applications we will keep information for 12 months.

We may keep your information in an anonymised format after this time for up to 5 years for statistical purposes and in these cases, all personal information will be removed.

7. How we ensure the security of your data

The information you provide will be subject to rigorous procedures to make sure it can't be seen, accessed or shared with anyone who shouldn't see it. These include:

- All staff receive specific information security training.
- All staff comply with Information Security policies and procedures. These set out how your information is protected and what happens if the security of the information is breached

- All the laptops used by staff are encrypted and need a unique logon password and ID to access the computer systems.
- All desktop computers need a unique logon password and ID to access the computer systems.
- Staff only have access to the information they need to do their job. This means if they are not the right person in the right team, they will not be able to see your information.

We also have responsibilities to keep our computer systems secure and take steps to stop outside malicious access also known as hacking. This requires us to comply with requirements specified by [Central Government](#).

8. Who we share your data with

Local authorities

Your data will be shared with the local authority where your charity premise is located. The council is responsible for reviewing applications.

This includes:

- Bolton council
- Bury council
- Manchester City council
- Oldham council
- Rochdale council
- Salford City council
- Stockport council
- Tameside council
- Trafford council

The relevant council will see all the information you submitted on the application form. They will use this information to approve or decline the application.

If a charity goes over the allocated number of tips in a year – GMCA will notify the relevant council with the following information:

- Charity name
- Charity address
- Account number
- Number of tips each month
- Weight in tonnes of non – recyclable waste tipped
- Permit start date

SUEZ Recycling and Recovery UK

If your application is approved – the following information from the application form is shared with SUEZ Recycling and Recovery UK so they can set up an account on their systems. This data includes:

- Charity name
- Charity address
- Vehicle registration numbers

9. What rights do individuals have?

The GMCA must comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Under data protection law, your rights include:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Email: officeofdpo@greatermanchester-ca.gov.uk

Post: Office of the DPO GMCA, Broadhurst House, 56 Oxford Street, Manchester, M1 6EU

10. How can I make a complaint?

If you are not satisfied with how the GMCA is using the information we hold about you, please contact our Data Protection Officer by emailing officeofdpo@greatermanchester-ca.gov.uk

If you are still not satisfied with the GMCA's response to any request to exercise your individual rights or if you believe that the GMCA is not processing your personal data in accordance with the law, you can contact the Information Commissioners' Office via their website: www.ico.org.uk

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Telephone: 0303 123 1113.