



Household Waste and Recycling Centre Vehicle Permit application

Please select from the following options

- I have never had a permit before.
- I have used all 12 of the visits on my permit and it has been at least 12 months' since my last one.
- I have changed my vehicle and/or address and need to replace my permit.
- I have lost my original permit.

Vehicle registration number:

Vehicle make, type, model:

Vehicle colour:

Is there a business name identified on vehicle Yes No
If Yes, please state details below.

Business name:

Legal gross weight:

Trailer size (if applicable):

Are you the owner of the vehicle? Yes No
Existing permit details (if applicable/known)

Permit number:

Number of visits used:

Date of issue:

Title and forename:

Surname:

Address:

Postcode:

Contact telephone number:

Email:

Privacy notice:

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294. The data collected by Cornwall Council is in accordance with the data protection principles contained within the Data Protection Act 2018 and General Data Protection Regulation.

If you need help in understanding or completing this form, please contact the Waste Management team:

Tel: **0300 1234 141** Email: **refuseandrecycling@cornwall.gov.uk**

The information you provide on this form is collected by Cornwall Council, as data controller, in accordance with the Data Protection Act 2018. We have asked you to provide us with your name, address and car details in order to process your application for an HWRC Permit. We will use this information for one or more of the following purposes: processing your application for a permit; monitoring and administering the permit system; preventing or detecting the unlawful disposal of commercial or industrial waste; and/ or taking any enforcement action relating to the unlawful disposal of waste. We may contact you if further information is required. Your information may be shared with our waste disposal contractors SUEZ Recycling and Recovery UK Ltd and Cornwall Energy Recovery Ltd.

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

Our sub-contractor(s) detailed in this privacy notice will also maintain the same levels of security that we do which are set out in the contract we have with them.

We will retain your details for 12 months following the expiration of your permit.

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process your data (although we won't be able to provide you with a permit without it)
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

The Data Protection Officer,
Assurance, Cornwall Council, County Hall, Truro TR1 3AY
Tel: 01872 326424 Email: dpo@cornwall.gov.uk

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/make-a-complaint/>

Declaration: I confirm that the information provided on this form is correct. I have read the Terms and Conditions for use of the Household Waste and Recycling Centre Vehicle Permit and agree to be bound by them. I give consent for the processing of my data:

Signature:

Date:

Please return your completed application form to:

Waste Management Team
Cornwall Council
Level 3A
Pydar House
Pydar Street
Truro
TR1 1XU

Contact us

For advice and guidance please call us on:

0300 1234 141

Or visit our website

www.cornwall.gov.uk/wastepermit

If you would like this information in another format or language please contact:

Cornwall Council, County Hall,
Treyew Road, Truro, TR1 3AY

e: equality@cornwall.gov.uk
t: 0300 1234 100

