

## SCS RECYCLING: Privacy Policy

**SCS RECYCLING is committed to protecting and respecting your privacy.**

This Privacy Policy together with our Terms of Use and any other documents referred to in it sets out how SCS RECYCLING uses and protects any information that you give us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By “**Personal Data**” we refer to information collected or held by SCS RECYCLING, that identifies and relates to you as an individual.

For the purposes of the Data Protection Act 2018, the General Data Protection Regulations and any other applicable data protection and privacy laws and regulations (“**Data Protection Legislation**”), SCS RECYCLING will be the ‘data controller’.

Whenever you provide personal information, we are legally obliged to use it in accordance with the laws concerning the protection of personal information. **SCS RECYCLING LIMITED** is a company incorporated and registered in England and Wales with company number 14380145 whose registered office is at Suite 501, The Nexus Building, Broadway, Letchworth Garden City, Herts, SG6 9BL, (“**SCS RECYCLING LIMITED**”). Registered with the Information Commissioners Office under reference number C1303620.

### Information we may collect

We may collect personal information about you, including:

- Your name;
- Postal address;
- Profession;
- Email address; and
- Telephone numbers (including mobile).

We may also collect technical information about you when you visit our Website. This information may include the Internet protocol (IP) address used to connect your computer to the Internet, your browser type and version, time zone setting, operating system and platform, browser plug-in types and version, the full URL clickstream to, through and from the Website, page response times, download errors, length of visits to certain pages, page interaction (such as scrolling, clicks and mouse-overs) and methods used to browse away from the page.

Information about your visit(s) to the Website may also be collected. The collected information is used to provide an overview of how people are accessing and using the Website. It is not used for any additional purpose, such as to profile those who access the Website.

### What do we do with the information we collect?

We will use your personal information for a number of purposes including:

- to process order requests;
- to give you information that you request from us and to improve our services;
- to notify you about changes to our services;
- to allow us to operate our Website efficiently;
- any relevant troubleshooting, testing or statistical analysis as appropriate; and
- to keep our Website secure.

We may, where we have your permission, also use the information collected to:

- provide you with information about our services that we offer via promotional emails;
- keep you up to date with features on the Website

However, you can opt-out of any of these data uses at any time by emailing [info@scs-recycling.com](mailto:info@scs-recycling.com). We will only keep your information for as long as reasonably required or as stated in the contract you have with us.

### **Legal Basis of Processing**

We will only process your information for as long as we have a relevant legal basis to do so. This is usually in order to provide you with the contractual services you have requested from SCS RECYCLING or if you have provided us with adequate consent to process your information for other purposes.

If we choose to process your information under the legal basis of legitimate interests, we will always inform you of our legitimate business interest and your right to object.

### **Protecting your information**

We are committed to ensuring that your information is secure and we have procedures in place to try and prevent any unauthorised access or disclosures and to safeguard and keep secure the information that we collect.

However, you should be aware that providing information over the internet can never be guaranteed as being completely safe and if you choose to send such information to us via the internet, you do so at your own risk.

### **Transfer of data outside of the EU**

We shall not transfer any personal data to any country outside of the European Economic Area unless we ensure that such personal data is subject to an adequate level of protection and appropriate legal safeguards in accordance with Data Protection Legislation.

### **Sharing your information with others**

Please be assured that we will not share your information unless we are required by law or permitted to do so under this Privacy Policy. The main circumstances in which we will be permitted or required to disclose this is by law will be by court order, to government bodies and law enforcement agencies. However, sometimes we may share your information with third parties in the following ways:

- Advertisers and advertising networks that require the data to select and serve relevant adverts to you and others. We do not disclose information about identifiable individuals to our advertisers, but we may provide them with aggregate information about the Website. We may also use such aggregate information to help advertisers reach the kind of audience they want to target. We may make use of the personal data we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience;
- We may use carefully selected sub-processors to help us collect, store or manage your information.
- Analytics and search engine providers that assist us in the improvement and optimisation of the Website; and
- If SCS RECYCLING is acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.

### **Access to your Personal Data**

You have rights in relation to any Personal Data that we hold about you. If you wish to access your Personal Data, you may make a formal subject access request by contacting SCS RECYCLING.

The information you request must relate to you or another person that you have authority to act on their behalf. SCS RECYCLING will require a confirmation of your ID prior to providing any information about the data we hold. If you are unable to provide sufficient information to prove your ID, SCS RECYCLING reserves the right to refuse your request for access to Personal Data. The rights you have in relation to the Personal Data we hold regarding you are:

- the right to rectify any inaccuracies in the information we hold;
- the right to erasure of information in specific circumstances;
- the right to request transfer of your information to another controller; and
- the right to object to processing in specified circumstances.

If you have provided us with consent to process your information, you always reserve the right to withdraw this consent via the method detailed in the paragraph below. We are committed to ensuring that your wishes are respected and upon notification that you wish to withdraw your consent, SCS RECYCLING will immediately cease processing the information in question.

Please send your request to SCS RECYCLING by emailing: [info@scs-recycling.com](mailto:info@scs-recycling.com). We will always process your request within one month.

### **Changes to this Privacy Policy**

We may change this Privacy Notice at any time to ensure it always accurately reflects the way we collect, use and safeguard your Personal Information.

Please check this notice from time to time to ensure you are aware of any updates we may have made to our Personal Data handling practices. The date of the changes will be listed in the 'Last updated' section below. We will notify all of our current clients of any updates to this notice via email and we will post the relevant announcement on our website homepage.

We recommend that you print a copy of this page for your reference.

### **Cookies**

The Website uses cookies to help us recognise different users of the Website and to provide users of the Website with a good experience when using it. Please see our **Cookies Policy** for further information.

### **How can you make a complaint?**

Please note that if you are not satisfied with the processing of your personal data as set out in this Privacy Policy, please contact us at [info@scs-recycling.com](mailto:info@scs-recycling.com).

If you feel we have not adequately resolved your issue, you have the right to issue a complaint with the Information Commissioners Office (<https://ico.org.uk/concerns/>).

### **Contacting us**

Please contact us at [info@scs-recycling.com](mailto:info@scs-recycling.com) if you have any questions, comments or requests regarding this Privacy Policy.