

GENERAL DATA PROTECTION REGULATION: PRIVACY NOTICE

This privacy notice provides information about the personal information we process about you, in compliance with the General Data Protection Regulation (GDPR).

1.



is a metal recycling business at the following address:

2. Our ICO registration number is

ZA 333306

3. Please contact

CASHIER

using the email address:

sales@jradam.co.uk

with any questions or requests about your personal information.

4. **Your rights:** We are committed to protecting your rights to privacy. They include the right to:

- Be informed about what we do with your personal data.
- Have a copy of all the personal information we process about you.
- Rectification of any inaccurate or incomplete data.
- Be forgotten and your personal data destroyed.
- Restrict the processing of your personal data.
- Object to the processing we carry out based on our legitimate interest.

5. **The personal data we process, why we process it and how long we keep it for:** As a scrap metal dealer, we are required by legislation to keep certain records for three years. These records may contain personal data and include:

- Names and addresses of suppliers of scrap metal and others we transfer metal on to.
- Verification of names and addresses such as copy driving licences, passports and utilities bills.
- Cheques and receipts confirming electronic transfers.
- Vehicle registration numbers.

**JOHN R ADAM & SONS LIMITED**

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6. **Legitimate interests:** We also process the following information because it is in our legitimate interests as a business buying and selling scrap metal to do so:

- CCTV footage (retained for one month unless it is needed for the investigation of a crime).
- Scrap metal dealer licence numbers, including documents related to our own licence (retained for 3 years).
- Waste carrier registration numbers and any documentation related to our own licence (retained for 4 years).
- Associated environmental permitting and waste shipment information (retained for 6 years).
- Invoices, receipts and accounts (retained for 6 years).
- VAT and tax returns (retained for 6 years).

Employee data: As an employer, we process personal data pursuant to contracts of employment with our employees and retain this information for six years. The information includes:

- Names, addresses and contact details. This may include next of kin details.
- Pay and bank details.
- Curricula vitae, contracts of employment and appraisals, references.
- Health information with the employee's explicit consent, which may be withdrawn at any time.

7. **Sharing Personal data:** We share personal data internally strictly on a need-to-know basis. Access to identity records and personnel files is limited to designated individuals. Hard copy documents are stored securely. Where these documents are stored electronically, they are protected and/or encrypted. We do not share personal data with anyone external to the organisation, other than:

- Our professional advisers.
- Police services (in connection with the investigation or detection of crime).
- Local authorities, Environment Agency, HMRC or VAT Commissioner (where required by law).
- Pursuant to a court order.

8. **Information Commissioner's Office:** If you have any concerns about the way your personal information has been processed, you may contact the Information Commissioner's Office on 0303 123 1113.

