

# Privacy Policy Notice

Keenan (Recycling) Ltd are market leaders in organics recycling with provision of recycling operations, manufacture of compost and associated products, contract screening, shredding and related hires services, commercial food waste collections and supply of biofuel. Keenan (Recycling) Ltd is registered in Scotland with company number 254053.

Keenan (Recycling) Ltd (the "Company") will ensure compliance with the General Data Protection Regulations (GDPR). The GDPR defines how companies must handle the personal data and privacy of individuals within the EU. This policy will explain how the organisation will collect and use personal information.

The Company only collects the minimum amount of data required to fulfil services and product orders. The Company only collects personal information about individuals, where it is specifically and knowingly provided by them. Examples of such information are name and address for compost orders.

The Company can collect information through voluntarily completed customer surveys, feedback provided by customers and anonymous website usage information. Our website contains links to other websites. This privacy policy only applies to the website [www.keenanrecycling.co.uk](http://www.keenanrecycling.co.uk) so individuals should read the privacy policies of any website linked to. Data collected when individuals visit the website are anonymous and include information such as the areas of the website visited, or the amount of time spent on the site.

The Company does utilise CCTV to optimise security. This includes our New Deer composting site and on board our food waste collection vehicles. The use of CCTV is regularly reviewed to ensure it is still the best security solution.

Keenan Recycling Ltd do not ordinarily require individuals to provide any personal sensitive information.

The Company works with businesses who support our website and IT use however information is anonymous where possible and not shared.

The Company does not sell or trade any individual's personal data.

The Company may hold personal information for administrative purposes (for example, for storing your payment details for invoicing purposes); to fulfil a contractual arrangement (e.g. to deliver a food waste collection service or compost order); for internal record keeping relating to any feedback; where individuals have been identified as a contact person for an organisation that is our customer; for recruitment and human resources requirements; or in order to comply with legal and regulatory requirements (e.g. agencies who are legally entitled to disclose that information). Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information, employment details and vehicle details.

The Company may retain personal information where there is an ongoing legitimate business need to do so. Otherwise information will be either deleted or anonymised. All information is stored on our secure servers.

The Company aims to ensure that personal information is accurate and up to date. Individuals may request to have their information corrected or removed if they think it is inaccurate.


Keenan Recycling Ltd will not share individual's personal information for marketing purposes with third parties and will make all reasonable efforts to keep personal details secure and as required by law. The Company identifies itself when making live marketing calls and only makes them in compliance with

Privacy and Electronic Communications Regulations (PECR).

An individual's personal data is protected by legal rights, which include their rights to object to processing of their personal data; request that personal data is erased or corrected; request access to personal data.

Should you need to contact us please write to: Keenan Recycling Ltd, Unit A5, Davidson House, Aberdeen innovation park, Campus 1, Balgownie Road, Bridge of Don, Aberdeen, AB22 8GT or via [info@keenanrecycling.co.uk](mailto:info@keenanrecycling.co.uk) quoting Privacy Enquiry.

This privacy notice will be reviewed annually or after a significant change to the regulations. It is publically available.

Signature: 	Date: 17/5/18
Name: Ritchie Clark	Position: Finance Director