

SOUTHWARK METALS PRIVACY NOTICE

1. Southwark Metals carries out business as a metal recycler at 1 Ruby Triangle, Peckham, London SE15 1LG. This privacy notice provides information about the personal information we process about our customers, in compliance with the General Data Protection Regulation (GDPR).

What personal data do we process?

2. We process the following information about sole traders and partners, and also the directors and managers of companies we do business with:-
 - Names
 - Addresses
 - Dates of birth
 - Driving license and passport numbers
 - Photographs
 - Vehicle registration numbers
 - Bank details and financial information
3. CCTV footage of visitors to our yard is also processed.

Why do Southwark Metals process personal data and what is the legal basis for doing so?

4. Section 11 of the Scrap Metal Dealers Act 2013 requires us to verify a customer's full name and address before buying metal.
5. The Act also requires us to keep records of the documents used for verification, such as passports, utilities bills and driving licenses, together with the registration number of any vehicle that delivered the metal we purchased. (See section 13.)
6. When a customer pays by cheque, we must keep a copy of the cheque. When payment is made by electronic transfer, we must keep a copy of the receipt or record particulars that identify the transfer. (See section 13.)
7. In addition to addresses, we also process contact details such as telephone numbers and email addresses. We need this information in order to facilitate the smooth running of our business and it is in our legitimate interests to have it.
8. The use of CCTV surveillance is common within the metal recycling industry. We use it for security reasons as it is in our legitimate interests to do so.

Where do we obtain the information from and whom we share it with

9. We obtain the information directly from the person it concerns. Very occasionally, a colleague from the same organisation may provide it to us.

10. The personal data is shared internally and externally on a need to know basis. The organisations we share information with are:-

- Incendia (cash cards)
- Corner Card (cash cards)
- Cheque Exchange Limited
- Increase Computers (IT support)
- CCTV surveillance company SECOM
- Accountants and auditors

How long do we keep the information for?

11. Section 15 of the Scrap Metal Dealers Act 2013 requires us to keep the records described at paragraphs 3, 4 and 5 for three years, beginning on the day when we bought the metal from the customer.
12. We keep names, addresses, other contact details, bank details and financial information for up to six years, where necessary for auditing and accounting purposes.
13. CCTV footage is retained for 30 Days

Your rights

14. We are committed to protecting your rights to privacy. They include:

- Right to be informed about what we do with your personal data;
- Right to have a copy of all the personal information we process about you;
- Right to rectification of any inaccurate data we process, and to add to the information we hold about you if it is incomplete;
- Right to be forgotten and your personal data destroyed;
- Right to restrict the processing of your personal data;
- Right to object to the processing we carry out based on our legitimate interest

15. If you have any queries about personal information please contact Mark Hagerty on 07817783469

Information Commissioner's Office

16. You may also contact the Information Commissioner's Office on 0303 123 1113.