

HWRC's – Proof of Address & Recording of Personal Information

Due to recent changes at Household Waste Recycling Centres there is now a need to bring proof of address - either driving licence or copy of a Council Tax bill.

Why is proof of address required and in some cases recorded?

Southend-on-Sea Borough Council records information for the following reasons:

1. When the visitor to the Household Waste Recycling Centre (HWRC) lives outside the borough boundary, in addition to showing their proof of address, information related to name, address and postcode is recorded. This information is then passed to Essex County Council so that Southend-on-Sea Borough Council can be reimbursed for the cost of processing and disposing of the waste and maintaining the site. This is because visitors from outside the borough pay their Council Tax to Essex County Council. Please note: 'commercial type' vehicles from outside the borough of Southend-on-Sea are not permitted to use Southend's HWRCs.

2. 'Commercial type' vehicles or cars/4 x 4's using a trailer between 1.8m and 3m long or hire vehicles hired for longer than 7 days, from within the borough are required to submit a completed Household Waste Declaration Form (HWDF) at each visit. This is in order to monitor the frequency of visits by these types of vehicles. 'Commercial type' vehicles from outside the borough are not permitted access to either site. Completed HWDFs are passed to Southend-on-Sea Borough Council in order to monitor the frequency of visits. Please note: certain 'commercial type' vehicles may only visit on Sundays between 12 noon and 4.00pm. The vehicles included are:

- All vans; including small and transit vans,
- Open backed vans and single cab pickup vehicles, and
- People carriers; where permanently adapted to carry large loads

These types of vehicles cannot access the sites at any other time and will be denied access if they seek to visit at any other time. The affected vehicles are expected to present a completed HWDF when they visit on Sundays between 12 noon and 4.00pm and must provide proof of address (Driving Licence or Council Tax bill)

3. Occasionally a 'Declaration of Origin of Waste' is requested to be completed by a visitor. Declaration of Origin of Waste sheets are passed to Southend-on-Sea Borough Council for monitoring purposes.

Will my information be recorded in any other situations?

Staff members on site are **not** permitted to record your personal information other than in the situations described above, **unless** drivers attempt to commit an illegal act or act in a way that is contrary to the safe working of the site or potentially a breach of Environment Agency site license.

Is the information passed to anybody else?

All personal data will be processed in line with Data Protection Principles and when the data is no longer needed, it will be destroyed in line with Southend-on-Sea Borough Council's Document Deletion and Disposal Guidance. Personal data will not be shared **except** for the prevention and detection of crime.

More Information

More information about Household Waste Declaration Forms and changes to how the sites are accessed can be found at: www.southend.gov.uk/hwdf

Waste and Environmental Care
Enterprise, Tourism & the Environment
Civic Centre, Victoria Avenue, Southend-on-Sea, SS2 6ER
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www.southend.gov.uk/recycling
Information Sheet HWRC03/Mar13

