

## Clinical Waste Collection Confirmation of Requirements

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| Date: |
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| Name:<br><br>Address:<br><br><br>Telephone Number:<br>Alternative Contact Details: |
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Please state:

1. The reason a clinical waste collection is required (for example medical conditions):
2. The type of clinical waste to be collections (for example needles, incontinence pads):
3. The approximate quantity for collection each year (for example 52 bags per year):
4. The frequency required (for example weekly, fortnightly, monthly):
5. Details of any other collection requirements:

Please return the completed for to Basildon Borough Council, Street Scene, Barleylands Depot, Barleylands Road, Billericay, Essex, CM11 2UF or submit to [recycling@basildon.gov.uk](mailto:recycling@basildon.gov.uk)

**Basildon Borough Council is collecting your information for the purpose of your Clinical Waste Collection**

**We will take good care of your information. We will only keep it for a financial year after your collection finishes after which time it will be securely destroyed. We will only share it with our contractor for the purposes of collecting your clinical waste. We will never share your information with anyone without your permission unless it is an emergency.**

**Please sign here ..... if you agree with us processing your personal information and please sign here ..... If you agree with us sharing your information with our contractors**

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If you do not wish for us to share your information you can ask us to stop doing so at any time. If at any point you believe the information we hold on you is wrong you can ask us to show it to you. You can then have it corrected or deleted if necessary. If you wish to complain about how we have handled your personal information you can contact our Data Protection Officer who will look into everything on your behalf. You can also ask us to give you a copy of the personal information we hold on you. Our Data Protection Officer is Sue Marriott and can be contacted at [dataprotectionofficer@basildon.gov.uk](mailto:dataprotectionofficer@basildon.gov.uk)

If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy)