

Extra Capacity Bin Application

Please be aware that completing this form does not automatically qualify you for the service.

The purpose for collecting your personal details on this form is to allow the council to manage the Waste service. The information you provide will be treated in accordance with the privacy notice provided at the end of this form.

Your Contact Details

Name	
Address	
Postcode	
Email	
Phone	
Reason for needing an extra capacity bin	

Declaration

I have provided the details of 6 full time residents in the household	<input type="checkbox"/>
I have completed the two-week waste audit below	<input type="checkbox"/>
To the best of my knowledge this information is true and accurate. I am aware that if my application is found to be false this service will be automatically removed and may be invoiced for costs incurred.	<input type="checkbox"/>
I have been made aware of my rights in accordance with the General Data Protection Regulation and the Data Protection Act (2018).	<input type="checkbox"/>
I authorise Dumfries and Galloway Council to process my personal data for the intended purposes as explained in this privacy notice.	<input type="checkbox"/>

Once complete, this form can be submitted to us online or by post:

- Online at: <https://info.dumgal.gov.uk/FaultReporting/Waste/BinCapacity>
- By post to: CARGEN TOWER, GARROCH BUSINESS PARK, DUMFRIES, DG2 8PN

Resident Details

Number of residents in the household by age group:

0-5		6-11		11-18		18+	
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Please provide the details of any 6 full-time residents:

	Name	Age	Relationship to Applicant (if any)	Full Time Resident
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>

Your Waste Management

	Yes	No
Are disposable nappies being used?	<input type="checkbox"/>	<input type="checkbox"/>
Are you flattening all paper and cardboard items, even small boxes to maximise the space in your sacks?	<input type="checkbox"/>	<input type="checkbox"/>
Are you flattening all tins, cans and other non-glass items to maximise the space in your sacks?	<input type="checkbox"/>	<input type="checkbox"/>
Are you using the council's recycling centres for clothing, other textiles, shoes, books, large plastics, large electrical goods, small electrical items, batteries, wood, garden waste, soil, rubble, plasterboard, oil, light bulbs, carpets and gas bottles?	<input type="checkbox"/>	<input type="checkbox"/>
After following the above suggestions, are you producing more waste than your residual sacks will hold?	<input type="checkbox"/>	<input type="checkbox"/>

Waste Diary – Week 1

1. Please keep a score of the number of items that you place in your container.
2. You will see which items you throw away the most. **Target these items first to reduce your waste.**
3. Look at the amount of your waste collected by the Council Waste Collection Teams each week and try to reduce the number of items in the grey bin.

Score how many times each type of waste is produced per day Which Container used	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	How many of each type of waste did you put in the sacks at the end of Week 1?
Food Waste (If available)								
Paper and Cardboard								
Metals/Plastics								
Glass Bottles and Jars (Taken to recycling point)								
Non-Recyclable Items								

Did you take any items to the Council's Recycling Centres?	Yes	No	If yes, please detail the main items you are taking below:
	<input type="checkbox"/>	<input type="checkbox"/>	
If you need any additional recycling containers, please contact the Council on 030 33 33 3000 or visit our website Dumgal.gov.uk to order new additional recycling bins			

Waste Diary – Week 2

Score how many times each type of waste is produced per day Which Container used	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	How many of each type of waste did you put in the sacks at the end of Week 1?
	Food Waste (If available)							
Paper and Cardboard								
Metals/Plastics								
Glass Bottles and Jars (Taken to recycling point)								
Non-Recyclable Items								

Did you take any items to the Council's Recycling Centres?	Yes	No	If yes, please detail the main items you are taking below:
	<input type="checkbox"/>	<input type="checkbox"/>	
Any other comments:			

Waste Collection Privacy Notice

The Data Controller of the personal data being collected and processed is Dumfries and Galloway Council. This privacy notice will inform you why we collect your personal data, how long we will keep your personal data, the intended processing of your personal data and any other information which will make the processing of your personal data fair, lawful and transparent. Should the Council intend to process your personal data for another reason which is not specified in this notice or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council:

Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD
 Email: contact@dumgal.gov.uk
 Telephone: 0303 333 3000

Data Protection Officer:

Data Protection Officer
 Dumfries and Galloway Council, Council Headquarters, English Street DG1 2DD
 Email: dataprotection@dumgal.gov.uk
 Telephone: 01387 260315

Complaints:

Should you wish to lodge a complaint, you should direct it to the supervisory authority:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire
 Telephone: 0303 123 1113

Why are we collecting your personal data?
Dumfries and Galloway Council are collecting your personal data for the purpose of providing your address to the refuse collection service in order for them to provide and collect additional waste storage capacity at your property
What personal data are we collecting from you?
The Council need to collect: name, house address and reason for needing additional waste storage capacity
What is the legal basis for collecting your personal data?
Performance of the service
The personal data we collect is necessary to undertake the service, if you do not provide your personal data the following may happen:
The additional waste storage capacity will not be provided

What will we do with your personal data?
<p>Once the personal data is collected it will be used to assess your suitability for the provision of additional waste storage capacity.</p> <p>If your application is rejected, you will be informed of that decision and your personal data will be deleted.</p> <p>The information regarding successful applications will be stored on secured computer files with only authorised access and any hard copies will be destroyed</p> <p>Your information will not be shared with anyone else except your address, which will be shared with collection crew providing your additional waste storage capacity.</p>
How long will your personal data be stored in the Council?
<p>Personal information regarding successful applications will only be stored until you cease to require additional waste storage capacity.</p>
How will we secure your personal data?
<p>Password protected computer files, with restricted access</p>
Your Individual Rights
<p>You have the right to:</p> <ul style="list-style-type: none"> Be informed Withdraw your consent at any time Request access to your personal data Data Portability (this is to move your data where the legal basis is consent or performance of a contract) Request your data to be corrected Object to the processing of your data Request your data to be forgotten (deleted) where the legal basis is consent Restrict the processing of your data Lodge a complaint with the Information Commissioner’s Office (ICO)
Your responsibilities
<p>To contact the data controller (Dumfries and Galloway Council) to update your information if it changes. Example: You are a parent of a child enrolled in a school in Dumfries, if you move to a new house and do not inform us; this will prevent us from sending vital school information to the correct address.</p>