

## 1. Contact Information

Type of personal data	Collected from	Purpose of processing	Lawful basis
<ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Telephone number</li> <li>Email address</li> <li>Organisation details (e.g. your place of work, job title and organisation contact information)</li> <li>Your marketing preferences</li> <li>Other contact information that you have provided or asked us to collect on your behalf</li> </ul>	<ul style="list-style-type: none"> <li>You</li> <li>Publicly available sources such as Companies House and Government public registers</li> <li>Third parties such as trade associations, working groups or direct referrals</li> </ul>	<ul style="list-style-type: none"> <li>Responding to your enquiries, applications and/or complaints, seeking your views on the services we provide (e.g. customer satisfaction surveys), or where you otherwise communicate or engage with us</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (where we need to be able to contact you in order to undertake the service we provide to your company. It is in our legitimate interest to be able to contact you in this situation and also to respond to your enquiries about our services, progress any applications you submit to us and to improve our business operations and strengthen our relationship with you)</li> </ul>
		<ul style="list-style-type: none"> <li>Reviewing the service you provide to us, including benchmarking or other means of assessment, or where you otherwise communicate or engage with us</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (it is in our legitimate interest to review and benchmark the service you provide to us to ensure it meets our requirements and to compare it with that of other organisations. It is also in our legitimate interest to be to respond to communications with you)</li> </ul>
		<ul style="list-style-type: none"> <li>Providing you with information you request from us (including direct marketing) as set out in our privacy policy</li> </ul>	<ul style="list-style-type: none"> <li>Consent (<i>direct marketing</i>)</li> <li>Legitimate interest (it is in our own and your legitimate interest where it is important that you receive factual updates with respect to the goods / services we provide to you)</li> </ul>
		<ul style="list-style-type: none"> <li>Holding your information (and contacting you at times) where there may be opportunities (now or in the future):               <ol style="list-style-type: none"> <li>in which we would consider receiving goods or services from your company</li> <li>to work with your organisation to achieve mutually beneficial outcomes, including where we participate in working groups or similar with your organisation which is not covered by consent or contract</li> <li>to share information and ideas with you or your organisation where this is not covered by consent or contract</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (it is likely to be in both our legitimate interests if we hold your information in order to contact you where such opportunities exist)</li> <li>Consent – there may be times where we may need your consent</li> </ul>
		<ul style="list-style-type: none"> <li>Holding your information (and contacting you at times) where there may be opportunities (now or in the future):               <ol style="list-style-type: none"> <li>in which we would consider providing goods or services to your company</li> <li>where we hold events or workshops that may be of interest to your organisation</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Consent – where we provide direct marketing to you we may need your consent</li> </ul>
		<ul style="list-style-type: none"> <li>Sharing information with other REPIC companies where necessary for fulfillment of the service that we provide you, or to enable them to provide you with information about similar products or services which we believe would be of interest to you</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (where another REPIC group company is used to provide services to your organisation it is in our legitimate interest to provide the information they need to undertake this work to them)</li> <li>Consent – when we provide information to other group companies to enable them to provide you with information about similar products and services we may require your consent</li> </ul>

		<ul style="list-style-type: none"> <li>Contacting you in relation to the function you undertake in public office</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (it is in our best interest to be able to contact you when you have information we require or are likely to be able to provide us with advice)</li> <li>Legal obligation</li> </ul>
		<ul style="list-style-type: none"> <li>Providing information to any third party relating to the services we provide you, or you provide us when such is required to comply with applicable law, including processing not explicitly required by such, but which we deem necessary in order to comply with applicable law</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
		<ul style="list-style-type: none"> <li>Sharing your information with carefully selected third parties where they are undertaking work for us or with which we work</li> </ul>	<ul style="list-style-type: none"> <li>Consent – there may be times when we require your consent</li> <li>Legitimate Interest (it is in our legitimate interest to share information with third parties where beneficial to the overall functioning of UK producer responsibility regimes, or where they require such information in order that we can deliver the services that we are required to provide to your organisation)</li> </ul>
		<ul style="list-style-type: none"> <li>Holding your information and using it for specified PR purposes for which we will obtain your consent</li> </ul>	<ul style="list-style-type: none"> <li>Consent</li> </ul>

## 2. Background and Identity Check Information

Type of personal data	Collected from	Purpose of processing	Lawful basis
<ul style="list-style-type: none"> <li>Contact Information (see above)</li> <li>Date of birth</li> <li>Passport</li> <li>Driving licence</li> <li>Proof of address, such as bank statement or utility bill</li> <li>Nationality</li> <li>Signature</li> <li>Website and user ID</li> </ul>	You Third party credit checking service and provided by us	<ul style="list-style-type: none"> <li>Validating and protecting your identity to prevent unauthorised access or disclosure, damage or loss of your personal information (performing identity checks)</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (it is in our legitimate interest that we validate your identity to prevent unauthorised access or disclosure)</li> </ul>
		<ul style="list-style-type: none"> <li>Discharging our legal obligations, including where necessary provision of information to any third party when such is required to comply with applicable law</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
		<ul style="list-style-type: none"> <li>Receiving or providing goods or services to you or your organisation (either as customer or supplier)</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (it is in our legitimate interest that we undertake any necessary checks before we work with you or your organisation)</li> </ul>
		<ul style="list-style-type: none"> <li>Conducting credit reference checks or providing information to third parties to enable them to undertake such where necessary for</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> <li>Legitimate interest</li> </ul>
		performance of our contract with them, including but not limited to provision of your data to financial institutions to undertake “know your customer checks”	(it is in our legitimate interest that we undertake any necessary credit or other financial checks before we work with you or your organisation or that we provide information to third parties where they require this for performance of our contract with them)
		<ul style="list-style-type: none"> <li>Performing anti-money laundering checks</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> <li>Legitimate interest (it is in our legitimate interest that we undertake these necessary checks before we work with you or your organisation)</li> </ul>

### 3. Customer / Supplier / trade associate Information

Type of personal data	Collected from	Purpose of processing	Lawful basis
<ul style="list-style-type: none"> <li>• <b>Contact Information</b> (see above)</li> <li>• Individual Reference Number</li> <li>• Digital signature</li> <li>• Details of personal interests/hobbies/dietary requirements/entertainment preferences</li> <li>• Vehicle registration number</li> <li>• Order information for goods and services purchased or sold by you (or your organisation)</li> <li>• Payment information</li> <li>• You/your organisation's banking details</li> <li>• Fraud checks or flags raised about your transactions, payment card refusals</li> <li>• Delivery details</li> <li>• Communications we may have with you, whether relating to a transaction or not.</li> <li>• Any additional information that you provide to us voluntarily or for account security, including (for example) date of birth or mother's maiden name</li> <li>• Responses to surveys or competition entries</li> </ul>	<ul style="list-style-type: none"> <li>• You</li> <li>• Third party fraud checking service</li> <li>• Your/your organisation's bank</li> </ul>	<ul style="list-style-type: none"> <li>• Responding to your enquiries, applications and/or complaints or seeking your views on the services we provide (e.g. customer satisfaction surveys) or where you otherwise communicate or engage with us</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interest (where we need to be able to contact you in order to undertake the service we provide to your company. It is in our legitimate interest to be able to contact you in this situation and also to respond to your enquiries about our services, progress any applications you submit to us and to improve our business operations and strengthen our relationship with you)</li> </ul>
		<ul style="list-style-type: none"> <li>• Reviewing the service you provide to us, including benchmarking or other means of assessment, or where you otherwise communicate or engage with us</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interest (it is in our legitimate interest to review and benchmark the service you provide to us to ensure it meets our requirements and to compare it with that of other organisations. It is also in our legitimate interest to be to respond to communications with you)</li> </ul>
		<ul style="list-style-type: none"> <li>• Providing you with information you request from us (including direct marketing) as set out in our privacy policy</li> </ul>	<ul style="list-style-type: none"> <li>• Consent (<i>direct marketing</i>)</li> <li>• Legitimate interest (it is in our own and your legitimate interest where it is important that you receive factual updates with respect to the goods / services we provide to you)</li> </ul>
		<ul style="list-style-type: none"> <li>• Providing carefully selected third parties with information to enable them to perform the services we provide to you, where you perform services on our behalf, information to the recipient of that service, or otherwise where provision to third parties is beneficial with respect to specific projects we work with you on</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interest (it is in our legitimate interest to have effective communication channels in place whereby third parties working for us are able to contact you, or you are able to contact the third parties)</li> </ul>
		<ul style="list-style-type: none"> <li>• Holding your information and using it, (which may include contacting you at times) where there may be opportunities (now or in the future):               <ul style="list-style-type: none"> <li>(a) in which we would consider receiving goods or services from your company</li> <li>(b) to work with your organisation to achieve mutually beneficial outcomes, including where we participate in working groups or similar with your organisation which is not covered by consent or contract</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interest (it is likely to be in both our legitimate interests if we hold your information in order to contact you where such opportunities exist)</li> </ul>
		<ul style="list-style-type: none"> <li>• where we hold events or workshops that may be of interest to your organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interest (it is likely to be in both our legitimate interests if you attended events or workshops relevant to our services or the sector in which we work)</li> <li>• Consent – sometimes we may require your consent</li> </ul>
		<ul style="list-style-type: none"> <li>• To provide information to any third party relating to the services we provide you, or you provide us when such is required to comply with applicable law, including processing not explicitly required by such, but which we deem necessary in order to comply with applicable law</li> </ul>	<ul style="list-style-type: none"> <li>• Legal obligation</li> </ul>

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|  |  | <ul style="list-style-type: none"> <li>To keep a record of visitors and vehicle registrations in a visitor's log.</li> </ul> | <ul style="list-style-type: none"> <li>Legal obligation</li> </ul> |
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#### 4. Website information

Type of personal data	Collected from	Purpose of processing	Lawful basis
<ul style="list-style-type: none"> <li>IP address and other online identifiers / web beacons</li> <li>User names, passwords and other log-in information</li> <li>Details of your online browsing activities on our website, such as the pages, products or areas of our website that you visit</li> </ul>	<ul style="list-style-type: none"> <li>Our Websites</li> <li>Device use to access our Websites</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the operation and performance of the Websites</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (we need to ensure our Websites functions correctly)</li> </ul>
		<ul style="list-style-type: none"> <li>To enable you to create accounts with us and log into them via our website</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (It is in our interests to grant you access to a private log-in where you can access information relevant to you and your transactions and service)"</li> </ul>
		<ul style="list-style-type: none"> <li>To improve the functionality of the Websites</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (it is in our interest to keep the Websites up to date and improve their functionality for the benefit of users)</li> </ul>

#### 5. Applicable to all sections above

Purpose of processing	Lawful basis
<ul style="list-style-type: none"> <li>Establishing and enforcing our legal rights and obligations and monitoring to identify and record fraudulent activity</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
<ul style="list-style-type: none"> <li>Complying with instructions from law enforcement agencies, any court or otherwise as required by law</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
<ul style="list-style-type: none"> <li>For our general record-keeping and customer/supplier relationship management</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (we need to store customer/supplier related information so that we can refer back to it)</li> </ul>
<ul style="list-style-type: none"> <li>To keep records required by law or to evidence our compliance with laws, including tax laws, consumer protection laws and data protection laws.</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
<ul style="list-style-type: none"> <li>Resolving any complaints from or disputes with you</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interest (we need to be able to try and resolve any complaint or dispute you might raise with us)</li> </ul>