



Council of the Isles of Scilly

Commercial Waste and Recycling Sack

Request Form 2021/22

This form should be completed by Commercial Customers (owners/occupiers of properties which are Non-Domestic Rated). Please complete all the details below and submit the completed form.

Payment can be made by cash, credit card, cheque (payable to the 'Council of the Isles of Scilly') or bank transfer (Bank Account Name: Council of the Isles of Scilly - Sort Code: 30 96 56 - Account Number: 00790818 - Reference: WSKS). Please note that we only invoice for purchase of 2 or more rolls.

COLLECTION/POSTAGE FOR OFF ISLANDS: Sacks can be collected from the Library or Carn Gwaval Well Wellbeing Centre or posted to customers via Royal Mail. Postage costs are listed below. Alternatively, for off-island delivery, the sacks can be dropped off free of charge to St Mary's Quay, with transport to the island on the customer's freight account. Please ensure that you complete all the details requested on this form to ensure that the waste sacks can be dispatched to you promptly.

For any queries please contact infrastructure@scilly.gov.uk or telephone (01720) 424450.

Applicant Details			
Name:			
Address:			
Postcode:			
Telephone No.(day time):			
Email Address:			
<u>Commercial Waste</u>		<u>Commercial Recycling</u>	
Sack Order Details		Sack Order Details	
Roll of 25 large sacks (£111.25 per roll)	Quantity:	Roll of 25 large sacks (£101.00 per roll)	Quantity:
Individual waste sacks (£4.45 per sack)	Quantity:	Individual recycling sacks (£4.04 per sack)	Quantity:
Individual small waste sacks (£2.22 per sack)	Quantity:	Postage and Packaging Costs	
Payment Method		(off island only)	
Cheque		1-24 sacks (£2.50)	
Credit Card		1 Roll (£3.00)	
BACs		Freight account no.	
Invoice (minimum of two rolls)			

Signature:

Date:

Declaration: I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the use of the Commercial Waste and Recycling Sack Form and agree to be bound by them. I give consent for the processing of my data.

Data Protection: The information you provide on any Infrastructure Service form is private and confidential for more information on how you information is protected please visit us on scilly.gov.uk/or contact us on 01720 424450 or infrastructure@scilly.gov.uk



Council of the Isles of Scilly

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The Data Controller for the information you provide on any Waste & Recycling service form, is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

Information you provide on any Waste & Recycling Service form is private and confidential, and will be used so that we can:

- Provide the service that you have requested, at the correct address
- Ensure that we take the correct payment (if applicable)
- Notify you if we need to renew your subscription to the service (if applicable)
- Contact you in case of another query or an issue concerning the service you have requested.

Forms will be held securely at our premises and/or on our electronic network for a period of up to 12 months after completion. Information will not be transferred outside of the EEA or used for marketing purposes. We will not share information with any other organization unless required to do so by law.

Under GDPR and the DPA 2018 you have the right to:

- access information that we hold about you or have it rectified if it's inaccurate or incomplete (but you will need to provide evidence before we can do so)
- have your information erased where we don't have a legal requirement to retain
- withdraw your consent for us to hold your information
- restrict how we process your information, e.g. object to us using your information for marketing or research purposes or in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

If you would like to exercise these rights, please contact the Data Protection Officer (Cornwall Council, County Hall, Treyew, Truro, TR1 3AY Tel: 01872 326424 Email: dpo@cornwall.gov.uk) and request a 'Rights of Access, Rectification and Erasure Request' form.

If you choose not to provide the personal information we have asked for, we will be unable to provide the service requested.

Please refer any complaints to us initially so we can try to put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your data rights, you can raise your concerns with the Information Commissioner's Office Tel: 0303 123 1113 <https://ico.org.uk/concerns>