Privacy Policy

Last Updated: 22/9/26

Welcome to **Sasquatch Pete's** ("we," "our," or "us"). We operate as a professional sole trader providing IT Asset Disposition (ITAD), hard drive/media sanitisation, data destruction, and confidential paper shredding services.

We take data privacy, security, and environmental compliance incredibly seriously. **Sasquatch Pete's** is fully **registered with the Information Commissioner's Office (ICO)**, **GDPR certified**, operated by an **Enhanced DBS-checked** professional, and registered as an **Upper Tier Waste Carrier** with the Environment Agency.

This Privacy Policy outlines how we handle your administrative information, as well as how we safeguard the highly sensitive data contained on the media you entrust to us for destruction.

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1. Compliance & Security Credentials

To ensure total peace of mind and regulatory compliance for our clients, our operations strictly adhere to UK data protection and environmental laws:

- **Data Protection Registration:** We are registered with the Information Commissioner's Office (ICO) under registration number **ZC237548**.
- **Vetting & Trust:** All collections, handling, and destruction processes are carried out solely by an operator holding **Enhanced DBS (Disclosure and Barring Service) clearance**.
- **Environmental Compliance:** We hold an **Upper Tier Waste Carrier Licence** (Registration Number: **CBDU653676**), ensuring all electronic and physical waste is disposed of in strict accordance with UK environmental regulations and WEEE directives.

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2. Information We Collect

We collect information in two separate categories: **Administrative Data** (to run our business and invoice you) and **Client Media** (the physical assets or paperwork you give us to destroy).

A. Customer & Business Data

We collect your name, business name, billing address, collection address, email address, and telephone number. This is provided voluntarily when you request a quote, book a destruction service, or sign a service agreement.

B. Asset & Chain-of-Custody Data

To maintain a secure chain of custody, we log technical tracking data such as hardware serial numbers, asset tag numbers, component types, quantities, and media formats (e.g., HDDs, SSDs, paper bundles). This data is required to legally generate your **Certificates of Destruction** and Duty of Care Waste Transfer Notes.

C. Financial Data

We collect billing information to process payments. *Note: We do not store credit card details. All electronic invoices and card payments are securely handled by a third-party payment processor.*

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3. Handling of Media Intrusted for Destruction

As a specialized ITAD and shredding service, you may provide us with media (hard drives, solid-state drives, backup tapes) or physical paperwork containing highly confidential corporate or personal data.

- **Zero-Access Policy:** We do not read, browse, harvest, copy, or access any data contained on your media or paperwork.
- **Secure Chain of Custody:** From the moment of collection by our Enhanced DBS-checked operator, your assets are held securely and kept segregated from other waste Streams. (Aligned with BS EN 15713:2023 code of practice)
- **Absolute Destruction:** All physical media and paperwork undergo complete physical destruction (shredding/crushing) or software-based sanitisation compliant with **BS EN 15713 / NIST SP 800-88**. Once processed, data is completely irretrievable.

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4. How We Use Your Information

We use your administrative customer data strictly to fulfill our contractual and legal obligations:

- To arrange secure on-site collections or drop-offs of your assets.
- To perform the requested ITAD, sanitisation, or shredding services.
- To issue formal **Certificates of Destruction** and Duty of Care Waste Transfer Notes.
- To manage your customer account, process payments, and issue invoices.
- To comply with UK tax, environmental, and waste disposal regulations.

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5. Sharing Your Information

We do not sell, rent, trade, or share your personal or business data with third parties for marketing purposes. We only disclose information in the following strictly limited circumstances:

- **Environmental Reporting:** Where required to log waste transfer notes with the Environment Agency or authorized downstream environmental recycling facilities under our Upper Tier Waste Carrier obligations.
- **By Law:** Where legally required to comply with law enforcement or regulatory audits.

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6. Security & Data Retention

- **Physical Security:** We utilize high-security transit containers, locked facilities, and strict access controls to ensure your assets remain uncompromised prior to destruction.
- **Administrative Retention:** We retain standard business invoices, certificates of destruction, and waste transfer paperwork for up to 6 years to satisfy UK tax laws and environmental auditing requirements.
- **No Data Retention on Media:** Data residing on your hard drives or paperwork is permanently destroyed during processing. No copies, clones, or backups are ever created or retained.

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7. Your Legal Rights

As a customer in the UK, you have full rights under the UK GDPR and the Data Protection Act 2018 regarding your administrative personal data (such as requesting access to or correction of your contact details). Please note that because data on client media is permanently destroyed during our service, we cannot provide access to, or recovery of, any data once destruction is completed and a certificate has been issued.

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8. Contact Us

If you have questions about this policy or our secure data handling procedures, please contact the business owner directly:

- **Business Name:** Sasquatch Pete's
- **Owner / Data Controller:** Peter Costall
- **Contact Email:** pete@sasquatchpetes.co.uk
- **Phone Number:** 07305 968306