

# Parking Services

## Privacy Notice (How we use your information)

**The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, address, contact details)
- Vehicle Registration
- Disability (Blue badge) details
- Financial transaction details (such as credit/debit card payments)

## Why we collect and use this information

We use your data to:

- enable us to carry out specific parking related functions and enforcement for which we are responsible
- enable us to assess your applications for parking permits and disabled parking bays and to maintain the facility
- derive statistics which inform decisions such as number of civil enforcement officers
- provide statistics to Government departments e.g. DVLA

## The lawful basis on which we use this information

We collect and use this information for the purposes of carrying our statutory functions under the Road Traffic Regulation Act 1984, The Road Traffic Act 1991 and the Traffic Management Act 2004.

## Collecting this information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing this information

We hold your data relating to Penalty Charge Notices for 48 months, and data relating to parking permits and disabled parking bays until three years after the expiry of the permit or when the disabled bay is no longer required.

Vehicle registration data collected from Pay& Display terminals is held for 24 hours.

## Who we share this information with

We routinely share information with:

- Our Legal Services team, the Traffic Enforcement Centre, the Traffic Penalty Tribunal Service, DVLA and Enforcement Agents where parking contraventions occur or a Penalty Charge Notice is issued and not paid.
- Kent County Council in relation to disabled person parking bays and badges
- Our parking software provider, currently Imperial Civil Enforcement Solutions.
- Our Pay & Display machine provider, Flowbird
- The Cabinet Office as part of the National Fraud Initiative

## Why we share this information

We share data with our Legal team, DVLA and Courts on a statutory basis under The Road Traffic Regulation Act 1984, The Road Traffic Act 1991 and the Traffic Management Act 2004. This data sharing enables us to take appropriate enforcement actions.

We share data with the Cabinet Office as we are required to by law for the purpose of assisting the prevention and detection of fraud

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the [Corporate Privacy Notice](#).

## **Changes to this privacy statement**

We keep our privacy notice under regular review.

Last Updated: 31 December 2019