

# Privacy notice

## for Parking Services



### Personal data held by Parking Services

In order to administer parking functions, we may hold personal data about you such as:

- Basic personal information such as address, telephone number, email address
- Financial Information
- Details about your vehicle and its location
- Video footage taken from body worn cameras

### Who is processing my data?

All personal data held, is processed in accordance with data protection law. Wychavon District Council is the data controller for parking services within the Wychavon District. This parking service also provides support to Stratford-on-Avon District Council, Malvern Hills District Council, Redditch Borough Council, Bromsgrove District Council and Wyre Forest District Council, for these services we are the Data Processor on behalf of the Authorities who remain the Data Controllers.

### How will we use the information we hold about you?

We will collect information about you (where applicable):

- To issue Resident Parking Permits, and administer the scheme
- To issue Car Park Season Tickets
- To issue Car Park Season Tickets for the over 65s
- To issue Penalty Charge Notices
- While considering appeals to Penalty Charge Notices
- To recover outstanding Penalty Charge Notices
- To process payments
- When dealing with any complaints made by or against the Parking Services team either internally or externally with the Parking Tribunal, Courts and or Local Government and Social Care Ombudsman

Please be advised that Blue Badges are issued by Worcestershire County Council

### What is the legal basis for us to process your data?

The legal basis for processing the data is

- It is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Traffic Management Act 2004.
- Your data can also be processed by obtaining your consent.

### Who we will share your information with

We may share your information with third party organisations, including:-

- Enforcement Agents
- The DVLA
- Government Agencies
- External Auditors and regulators (e.g. LGSCO, HMRC, HMCTS)
- Traffic Enforcement Centre (Northampton County Court)
- Traffic Penalty Tribunal.

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

### How long do we keep your records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept in accordance with our retention schedule. All information will be held securely and destroyed under confidential conditions.

### Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to The Data Protection Officer, Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT or via email, SAR@wychavon.gov.uk or SAR@malvern hills.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

## Further information

If you have any questions or concerns about how your information is used, please contact Meesha Patel, Legal Services Manager at Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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