



# HILLINGDON

LONDON

## **DATA PROTECTION PRIVACY NOTICE FOR LONDON BOROUGH OF HILLINGDON PARKING SERVICES**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service: Parking Services. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The types of data we hold and process will typically include:

- Details of alleged civil contraventions and Penalty Charge Notices (PCNs) issued.
- Name, address, vehicle registration mark in relation to any PCN issued.
- Details of statutory notices issued in relation to a PCN and any correspondence arising.
- The names, addresses, telephone numbers and email details, and in some cases the vehicle registration mark, of car park season ticket, parking permit, Brown Badge or visitor vouchers (parking permits) applicants or holders.
- Details of any parking suspensions or parking waivers requested, along with the name, address, email and telephone number of the applicant and the vehicle registration mark of any vehicles involved.

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

## **What is our purpose for processing your personal data**

We need your personal data issue a Penalty Charge Notice (PCN) where it is alleged that a civil contravention has occurred and to issue and process any subsequent statutory notices in relation to the PCN it is not paid.

We also need your personal data to process a parking permit, parking suspension or parking waiver application that we have received from you.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

## **What is the legal basis for our use of your personal data**

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time
- We need it in order to perform a contract between the Council and yourself
- We need it to comply with a legal obligation

## **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

## **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

## **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

We will share relevant customer data with FCA registered Debt Advice Providers and the Insolvency Service in accordance with Breathing Space Regulations.

## **What happens if you provide personal data to us because of a statutory or contractual requirement**

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

## **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please email us at [parkingenforcement@hillington.gov.uk](mailto:parkingenforcement@hillington.gov.uk). You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

Please contact Roy Clark for further information either by post to Roy Clark, Parking Services Manager, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge UB8 1UW or by e-mail to [parkingenforcement@hillington.gov.uk](mailto:parkingenforcement@hillington.gov.uk)

## **Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer  
Civic Centre, High Street,  
Uxbridge UB8 1UW

E-mail: [gegan2@hillington.gov.uk](mailto:gegan2@hillington.gov.uk) Telephone: 01895 277602