

## **Parking Privacy Policy**

Portsmouth City Council's Parking Service, manages car parks, issues season tickets, permits and blue badges and enforces parking restrictions.

The Service tries to meet the highest standards when collecting and using personal information in accordance with data protection law.

This privacy policy explains how the Service collects and uses personal information by the area of work:

- Parking Enforcement
- Residents Permits/Business/Visitors Permits for Parking On Street
- Blue Badge Applications
- Other permits and season tickets

## **Parking Enforcement**

### **Collecting Data**

We enforce on street parking restrictions on the highway and in car parks that we control in order to encourage compliance with Traffic Regulation Orders. Enforcement is carried out by recording vehicle registration numbers and details and taking photographs of vehicles in contravention. In some cases we use CCTV cameras to capture details of vehicles contravening bus lanes or school keep clear restrictions.

### **Basis for Processing the Data**

There is a clear legal framework for issuing and processing penalty charge notices. This is set out in the Traffic Management Act 2004/Transport Act 2000 and associated regulations. We are performing a task in the public interest and fulfilling our legal obligation to enforce the parking restrictions.

### **Processing Data**

We will ask the DVLA for details of the registered keeper of the vehicle when a Penalty Charge has been handed to the driver or placed on the car and it is unpaid for more than 28 days. In the case of CCTV camera enforcement we will ask the DVLA for the keeper details in order to issue the Penalty Charge Notice. The keeper has a right to appeal against a penalty charge and we consider any comments sent, together with any supporting information. Any information provided to us is held securely and only members of staff who need to view the information to process the penalty charge will have access to it.

### **Sharing data**

If the keeper appeals against the penalty charge the information will be sent to the Traffic Penalty Tribunal (Parking Adjudicator) who will consider the case and decide whether the penalty charge should be paid or whether the person appealing is the right person to be held liable. In cases where the keeper does not appeal or loses an appeal and does not pay, the debt can be registered at the Traffic Enforcement Centre (TEC) which is a county court. The keeper details, vehicle details and details of the contravention will be sent to TEC. TEC can then authorise a Warrant of

Control which we will issue to one of our appointed Enforcement Agents (Bailiffs) so they can collect the debt.

### **Retention and deletion**

We hold the personal data securely and will retain it for a period of two years after the case is paid, cancelled or written off. The enforcement of penalty charges is a legal process and this retention period is needed so we have records, if issues about the penalty arise after the charge has been settled. We are also required to report on our activities. Holding the information allows us to identify particular issues or problems.

## **Residents Permits/Business/Visitors Permits for Parking On Street**

### **Collecting Data**

Applicants for Resident and Business permits need to provide evidence to show they live/operate in a controlled parking area and with residents to show that the vehicle is registered at the home address. When a visitor's permit is purchased for we need to see proof that the applicant lives at the address. The council needs to be satisfied the applicant meets the criteria before issuing the permit.

### **Basis for Processing the Data**

The scheme under which we issue residents, business and visitors permits is governed by a Traffic Regulation Order. The Order is created to regulate the use of parking space. This control and the issuing of permits is a public task. Residents and businesses within a controlled area choose to apply for a permit.

### **Processing Data**

We use the information provided with applications to assess whether an applicant meets the criteria for a permit to be issued. We also use our permit records to prevent permit holders from receiving a penalty charge notice and to assess challenges to penalty charges issued against a vehicle with a permit. Our records are held securely and only staff involved in these processes have access to the information.

### **Sharing Data**

If a vehicle receives a penalty charge and the permit record is relevant we may share information with the Parking Adjudicator (Traffic Penalty Tribunal).

We also share data with our audit team to help detect and deter fraud. We further share data with the National Fraud Initiative to help detect and prevent crime. For further information on the National Fraud Initiative go to:  
[www.gov.uk/government/collections/national-fraud-initiative](http://www.gov.uk/government/collections/national-fraud-initiative)

### **Retention and Deletion**

We are working with our IT supplier to create the ability to delete old records. We are happy to respond to requests to have old information deleted.

It is our aim to hold the information while permits are valid and being regularly renewed, but to delete it two years after the last permit has expired. We need to keep the information for a period after the last permit expires in case a question

arises about its administration or validity for financial, audit and enforcement purposes.

## **Blue Badge Applications**

### **Collecting Data**

Applicants for Blue Badges need to complete a form either on line or in hard copy and provide information to show they qualify for a badge. The information required in an application and the procedure for applying for a badge is set out in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000. Applicants need to provide names and addresses, photographs, proof of identity, details relating to their mobility and medical conditions and other supporting evidence.

### **Basis for Processing the Data**

The Regulations set out how applications should be processed and we are carrying out a public task in considering and issuing blue badges. Applicant chose to apply and consent to their details being processed.

### **Processing Data**

We use the information to assess whether an applicant meets the criteria for a Blue Badge. Our records are held securely and only staff involved in these processing have access to the information.

### **Sharing Data**

When an applicant does not qualify for a badge under the automatic criteria an independent mobility assessment may be arranged with an Occupational Therapist (OT). The details the applicant has provided are shared with the OT and they will produce a report with a recommendation.

The name, address and telephone number, a photograph and the criteria under which the badge has been issued is entered on to a Department for Transport database for the Blue Badge to be ordered. In addition staff involved with blue badges in issuing authorities in England have access to this, along with those undertaking parking enforcement. Sensitive medical information is not shared.

We further share data with the National Fraud Initiative to help detect and prevent crime. For further information on the National Fraud Initiative go to:  
[www.gov.uk/government/collections/national-fraud-initiative](http://www.gov.uk/government/collections/national-fraud-initiative)

### **Retention and Deletion**

We are working with our IT supplier to create the ability to delete old records. We are happy to respond to requests to have old information deleted.

It is our aim to hold the information while blue badges are valid and being regularly renewed, but to delete it two years after the last blue badge has expired or been cancelled. We need to keep the information for a period after the last blue badge expires in case a question arises about its administration or validity for financial, audit and enforcement purposes.

## **Season tickets and other permits**

### **Collecting Data**

Applicants for season tickets, duty permits and essential visitors' permits need to provide names, addresses and vehicle details.

### **Basis for Processing the Data**

The applicant consents to providing their data

### **Processing Data**

The data is used to identify the permit holder and as a record that a permit has been issued.

### **Sharing Data**

The data is securely stored. If a vehicle receives a penalty charge and the permit record is relevant we may share information with the Parking Adjudicator (Traffic Penalty Tribunal).

### **Retention and Deletion**

We are working with our IT supplier to create the ability to delete old records. We are happy to respond to requests to have old information deleted.

It is our aim to hold the information while permits are valid and being regularly renewed, but to delete it two years after the last permit has expired. We need to keep the information for a period after the last permit expires in case a question arises about its administration or validity for financial, audit and enforcement purposes.

***In all the above areas we will share data with the police or security organisations to prevent or detect crime.***

### **Your Data Rights**

In relation to the personal data which we may hold about you, you have the right to request to:

Be informed, have access or rectify incorrect information. You also have the right to object to or restrict our processing of your data.

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

### **Contact:**

If you would like more information about how we use your data, please contact us on 023 9268 8310 or email [parking@portsmouthcc.gov.uk](mailto:parking@portsmouthcc.gov.uk)

You have the right to complain to the Information Commissioner's Office at [www.ICO.org.uk](http://www.ICO.org.uk).