



# Parking Enforcement Privacy Notice

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## **(Parking Enforcement Privacy Notice)**

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

Please note that failure to provide your personal data may lead to you being unable to access parking services.

### **Why are we collecting your personal data?**

Wigan Council will use any data collected through the issuing of:

- a Pay and Display ticket, or paid by phone parking session
- an annual, residential/business permit or annual/daily visitor permit
- a Penalty Charge Notice for the enforcement of parking contraventions and other associated enforcement purposes.

We rely upon the following laws to process your personal data:

- Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
- The Traffic Management Act 2004.
- Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

### **Who will we share your personal data with?**

The data you provide may be disclosed to other enforcement agencies for enforcing parking contraventions or to agents of the Council during the course of debt collection. It may also be disclosed to other departments within the Council or external parties for related enforcement purposes or as required by law.

### **DATA RETENTION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it (right to be forgotten).
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **RIGHT TO WITHDRAW CONSENT AT ANYTIME**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

If you wish to withdraw consent you will have to put your request in writing to [parking@wigan.gov.uk](mailto:parking@wigan.gov.uk) and we will process your request within 14 days.

## **YOUR RIGHTS**

In addition to the above you have legal rights in relation to your personal information.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information you should contact [parking@wigan.gov.uk](mailto:parking@wigan.gov.uk)

## **DATA PROTECTION OFFICER**

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

### **CHANGES TO THIS PRIVACY NOTICE**

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.