

Wokingham Borough Council

Data Privacy Notice to comply with GDPR

Privacy Notice – This notice explains when we collect personal data, what we use it for, who we share it with and your rights.

Who are we: *Wokingham Borough Council, Parking Services*

The lawful basis for processing the information: *Penalty Charge Notices (PCNs), issued under the Traffic Management Act 2004 and Transport Act 2000. s78 Civil Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007. Parking permits issued under the Wokingham Borough Council “Off Street Parking Order” or resident’s permits issued under the Wokingham Borough Council Consolidation Order 2017*

How do we collect information from you: *We collect information about you from the following sources:*

- *Personal data supplied by service users when challenging Penalty Charge Notices via mail, email or on line form.*
- *Permit application via on line applications*
- *Parking payments via telephone or on line applications.*
- *The driver/Keeper or Hirer of the vehicle from correspondence about a Penalty Charge.*

What type of information is collected from you:

- *Name, address,*
- *Phone number and or email address*
- *Vehicle details including registration number, make, model, colour.*
- *Payment details and method of payment: cheque, credit/debit card.*
- *Hire/lease agreements*
- *Registered keeper details*
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How we use the information you have provided:

- *Processing of payments for parking*
- *Processing of payments for Penalty Notice*
- *Processing of applications for a residents permit or season ticket*
- *Transfer of liability of the registered keeper from a hired/lease vehicle provider*
- *Issue of Penalty Charge Notice to Owners under the statutory process in place.*

- *Issue of parking Enforcement warrants*

For further information about the statutory process please visit www.PATROL-uk.info

Who has access to the information about you:

- *The secure database is only accessible to staff of the Parking Services which is protected by administered passwords and access rights. The administrator of this database is the department manager. Internal Audit for better performance and efficiency of Council services.*

Who we may share your information with: Personal information is shared with third party providers for the processing of parking enforcement or on and off street permits or parking fees.

How long we store your information: *Data is stored for a period of 7 years or for as long as a case remains outstanding.*

Does your service utilise automate decision making? – We don't send you unwanted emails or information so no automatic decision making is undertaken. Any communication you receive from us will be directly related to your parking permits, parking payments or Penalty Charge Notices.