

**Civil Parking Enforcement, Bus Lan Enforcement and Permit Management  
Privacy Notice**

## **Introduction**

This privacy notice explains how the Council uses your data to undertake Civil Parking Enforcement (CPE), bus lane enforcement and to manage permits issued for residents, visitors and Special Access.

## **Who will be using your data?**

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

## **What personal data do we use?**

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Images
- Address
- Business Activities
- Licences and permits held
- Vehicle registration details
- Vehicle location images
- Call recording

## **What types of special category personal data may we need from you?**

- Medical details provided under consent as part of any appeal against a Penalty Charge Notice or as part of an application for a Special Access Permit.
- Financial data provided under consent as part of any appeal against a Penalty Charge Notice

We also process data about criminal convictions, criminal offences or related security measures provided under consent as part of any appeal against a Penalty Charge Notice.

## **Why do we use your data?**

- To undertake Civil Parking Enforcement
- To undertake bus lane enforcement
- To issue Residents, Visitors or Special Access permits in accordance with the Council's policies.

### **What legal reasons allow us to use your data in this way?**

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority, and to fulfil our legal obligations.

Our legal basis for processing your special category personal data is that it is necessary for the establishment, exercise or defence of legal claims.

Our legal basis for processing data about criminal convictions, criminal offences or related security measures is that it is necessary to perform our public tasks as a local authority, and to fulfil our legal obligations.

### **Who may we share your data with or receive it from?**

- Enforcement Agents (bailiffs)
- The Traffic Enforcement Centre, Northampton County Court.
- European Collection Agency (vehicles registered outside of UK)
- The Traffic Penalty Tribunal
- Local authorities within Nottinghamshire within the Notts Parking Partnership
- Credit reference agencies
- The Police

### **May personal data be transferred overseas?**

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

### **How long is your data kept for?**

This information is held in accordance with the Council's retention schedule – see [here](#).

### **What will happen if you do not provide or we cannot obtain the data needed?**

- We could not undertake Civil Parking and bus lane enforcement in accordance with our statutory duties.
- We could not manage permit administration in accordance with the Council's policies.

## **Does the service make decisions using fully automated processes?**

No.

## **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

### **Contact the Data Protection Officer:**

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

[DPO@nottscc.gov.uk](mailto:DPO@nottscc.gov.uk)

Or

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

### **Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

[www.ico.org.uk](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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