

Roads Permits Application - Privacy Notice

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Vicky Pollock who can be contacted at dataprotection@inverclyde.gov.uk and by telephone on 01475 712498.

What information do we need?

Personal information such as:

- Contact Name;
- Email address;
- Home address;
- Contact Telephone Number

Why we need this information?

You are giving the Council your personal information to allow us to issue the appropriate Permit (s) when carrying out the statutory process in line with 'Roads (Scotland) Act 1984'.

The Council also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

The legal basis for collecting the information is:

The Council provides these services to you as part of our statutory function as your local authority. You can find more details of our role on the Council's website.

Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

What will we do with your information?

All of the information the Council collect from you will be processed by staff in the United Kingdom.

Your information may be shared with other Council departments, such as Roads and Legal Services. It will form part of any relevant Inverclyde Council Committee Report(s) in respect of the proposed Order and may also be shared with an Independent Reporter, should a Reporter be appointed by the

Council to hold a Public Hearing to consider the proposed Traffic Regulation Order. Your information could therefore form part of any Report issued by an Independent Reporter.

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. For further information, see <http://www.inverclyde.gov.uk/council-and-government/national-fraud-initiative>.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in our full [privacy notice](#) on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long the Council holds different types of information for.

This is available on the Council's website at

<https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information>

or you can request a hard copy from the contact address previously stated above.

Your Rights

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent; To request access to your personal data;
- To object, where the legal basis specified above is: i) public task or ii) legitimate interests; To data portability, where the legal basis specified above is i) consent or ii) performance of a contract;
- To request rectification or erasure of your personal data, as so far as the legislation permits.
- To restrict processing in certain circumstances, for example if the information is not accurate.

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: www.ico.gov.uk but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

Not applicable.

More information:

For more details on how the Council processes your personal information visit www.inverclyde.gov.uk/site-basics/privacy/. If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.