

## **Privacy Notice - Parking Penalty Charge Notice**

### How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to your personal information that we collect and process. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Andrew Greer who can be contacted at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk) and by telephone on 01475 712498.

### We collect and process the following information:

- name
- address
- vehicle registration

The Council obtain the name and address of the registered keeper of the vehicle from the DVLA for the purpose of enforcing parking penalty charge notices. Such information has been provided in accordance with The Road Vehicles (Registration and Licensing) Regulations 2002.

Other personal data may be processed if relevant to the charge notice and any representation made by you.

### Why we need this information?

Your information is being collected to use for the following purposes:

- Serving a penalty charge notice for contravention of the parking terms and conditions.
- Recovery of outstanding amounts in relation to the penalty charge notice.
- Processing and determination of representations and appeals.

### The legal basis for using your information

Inverclyde Council collect and process information about you so that the Council can carry out its functions as a Local Authority. Processing is necessary for the performance of a task carried out in the public interest by the Council.

### What we will do with your information?

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

Inverclyde Council will sometimes need to share information with other Council Services as well as other organisations, such as the recipients or categories of recipients listed below:-

- IT providers and data processors
- DVLA to pursue Penalty Charge Notices
- Debt management partners for recovery of outstanding amounts
- Judicial agencies e.g. courts for civil action
- Appeals administrators

The Council will only share information with these organisations where it is appropriate and legal to do so.

This council is required by law to participate in National Fraud Initiative (NFI) data matching exercises and information may be provided to the Cabinet Office for NFI purposes and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

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 we hold 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 the Council process your personal information, 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

In addition, if you are unhappy with the way the Council has processed your personal data you have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at <https://ico.org.uk/concerns> but you should raise the issue with the Council's Data Protection Officer in the first instance.

#### Automated Decision Making

Not applicable.

#### **More information:**

For more details on how the Council processes your personal information visit [www.inverclyde.gov.uk/privacy](http://www.inverclyde.gov.uk/privacy)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.