

PRIVACY NOTICE – CAR PARKING

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of the towns allotments in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

<p>Why we collect your information</p>	<p>Hartlepool Borough Council will collect your personal information about you for to fulfil the following public tasks, legal obligations and statutory duties:</p> <ul style="list-style-type: none"> • Enforce local and national parking regulations on roads maintained and controlled by Hartlepool Borough Council ('adopted highways') • Enforce local and national parking regulations within public car parks owned, controlled and maintained by Hartlepool Borough Council • Serve penalty charge notices on registered vehicle owner/keepers who breach the parking regulations • Pursue registered vehicle owner/keepers for non-payment of these charges • Consider appeals against the serving of a penalty charge notice.
<p>What information do you collect about me?</p>	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> • Name and address of registered vehicle owner/keepers. • Name and address of any person making an appeal against the serving of a parking penalty charge notice • Basic details of the vehicle involved – vehicle registration number, manufacture, model and colour • Evidence collected by the enforcement officer to support the serving of a parking penalty charge notice • Evidence presented by a person making an appeal against the serving of a parking penalty charge notice • Payment details • Copies of all correspondence – paper, telephone or e-mail - sent to or from the registered vehicle owner/keepers or person making an appeal, relating to an appeal against the serving of a penalty charge notice • Details of warrants granted by County Court for the collection of outstanding charges.
<p>Will you collect more sensitive personal information about me?</p>	<p>We do not collect information categorised as sensitive for the purposes of parking enforcement.</p>
<p>How will you collect personal information about me?</p>	<p>Most of the personal data we collect and process is provided by the registered vehicle owner/keepers wishing to make use of the appeals services we provide.</p> <p>Further personal data is collected by the Council when the Penalty Charge Notice (PCN) is served, and when payment of the charge is received. Registered vehicle owner/keepers details are provided by the Driver and Vehicle Licensing Agency (DVLA) upon request by the Parking team.</p> <p>Details of warrants granted are supplied to the Parking team by</p>

	Her Majesty's Court Services on the completion of a successful application to the court.	
How will the Council use the information it collects about me?	<p>Most commonly, we will use your personal information where the processing is necessary for us to comply with the law, namely (but not limited to):</p> <ul style="list-style-type: none"> • The Civil Enforcement of Parking Contraventions Designation Order 2011(Statutory Instrument 2011 No.2431) • Part 6, of The Traffic Management Act 2004 (as amended) and its supporting statute Laws • Tribunal, Courts and Enforcement Act 2007 and its supporting statute Laws • The Taking Control of Goods Regulations 2013 and its supporting statutes • Civil Procedure Rules 	
In what situations will you use my personal data?	Reason for processing	Basis
	<ul style="list-style-type: none"> • Pursue payment of charges imposed by a penalty charge notice • Consider any appeal submitted against the serving of that penalty charge notice • Convey the outcome of any appeal to the registered vehicle owner/keepers or person making an appeal, as quickly as possible. 	Legal
What if I don't want to provide the Council with my personal information?	The Council will collect your information as necessary in accordance with its legal obligations in regards to enforcement matters.	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third parties organisations in the operation of the Council's enforcement activities. Examples of these organisations include:</p> <ul style="list-style-type: none"> • other Council departments who assist with enforcement matters. • The Traffic Enforcement Centre, who facilitate the statutory duty of the Parking team in the pursuit of payment of penalty charge notices. • The Traffic Penalty Tribunal who facilitate the statutory duty of the Parking team to supply appeal documents to the tribunal pursue payment of a penalty charge notice. • The Driver and Vehicle Licensing Agency (DVLA) who facilitate the statutory duty of the Parking team to obtain the registered vehicle owner/keepers details and pursue payment of a penalty charge notice. • Enforcement Agencies who facilitate the statutory duty of the Parking team to pursue payment of a penalty charge notice <p>These organisations may also process information about in the course of handling enforcement issues.</p>	
Which third parties process my personal information?	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> • Northgate Public Services – The Council's IT provider Northgate may have to access the system on occasions where 	

	there is a fault
How long will you keep my data	<p>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 legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from www.hartlepool.gov.uk/retention-schedules.</p>
Your rights in connection with personal information	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> • have inaccurate or incomplete data we hold on you corrected • request the erasure of personal data we hold • object to processing • request the restriction of processing of your personal data • request the transfer of your personal data • Request access to your personal information <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p> <p>For further information on your rights please visit: www.hartlepool.gov.uk/GDPR</p>