

**READING BOROUGH COUNCIL
Data Privacy Notices (DPNs) Under GDPR**

Parking Services - Permit and Concessionary Travel

<p>The identity and contact details of the company</p> <p>Reading Borough Council, Resident Parking Permits and Concessionary Travel (Bus Passes)</p>
<p>Contact details of the Data Protection Officer</p> <p>Ricky.gill@reading.gov.uk</p>
<p>What Personal Data is held?</p> <p>Permits - Name, Address, Telephone number, e-mail, Vehicle Registration Bus Passes – Name, Address, telephone number, date of birth, disability eligibility (if applicable)</p>
<p>How will the data be stored?</p> <p>All data is stored on a database on a secure server which are password protected.</p>
<p>What is the legal basis for the collection, use and storage of the data?</p> <p>We collect the information in order to process permit applications under section 32 of the Road Traffic Regulation Act 1984. In order for residents to display a permit in their vehicle for the parking zone. The data is stored on a secure server which is password protected.</p> <p>We collect the information in order to process concessionary bus pass applications under section 145A or 145B of the Transport Act 2000. The data is stored on a secure server which is password protected.</p>
<p>Give details of how long the data will be stored and criteria used to determine this?</p> <p>Data is stored for a period of up to 6 years.</p>
<p>Who will it be shared with and for what purpose?</p> <p>We may share your information with:</p> <ul style="list-style-type: none">• Law enforcement agencies in connection with any investigation to help prevent unlawful activity• The Traffic Penalty Tribunal• The Traffic Enforcement Centre• Collection Agency• NSL Services Group• Parseq Limited• Liberty Services• Cobalt Telephone Technologies• Civica• Northgate Public Services• Imperial• DVLA

- Other Local Authorities
- Esp Systex
- Audit Commission

The information will be shared internally for the better performance and efficiency of Council services

How can the service user get access to it?

Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection

State whether any data is to be transferred outside the EU?

No data will be transferred outside of the EU

Is processing based on consent?

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

- It is no longer needed for the reason why it was collected in the first place
- You have removed your consent for us to use your information and we do not have to keep your information for legal reasons

If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.

We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.

What other rights does the service user have that we have to make known to them?

The data protection legislation provides you with 8 rights, in regards to your personal data, these are: the right to be informed, the right of access, the right to rectification, the right to erase, the right to restrict processing, the right to data portability, the right to object and the rights in relation to automated decision making and profiling.

If you are unhappy with how the data controller has processed your data, or if you feel they have acted in a way that has breached your data protection rights you have the right to complain to the information commissioner's office (www.ico.gov.uk)

State if there will be any automated decision making

N/A