

## Data Protection Privacy Notice

### Parking Permits, Blue Badges and other Parking Applications

#### 1) Overview

The City of Edinburgh Council process a range of applications made by members of the public to make sure that we meet our obligations to maintain and manage the public highway in the way that the law says that we must.

The activities we undertake are in the following areas:

- Processing applications for, and issuing, Residential Parking Permits and Permits for Business, Trades and Retailers parking
- Processing applications for, and issuing, Blue Badges for disabled drivers and passengers
- Processing applications for Disabled Persons' Parking Places
- Processing applications for, and issuing taxicards
- Processing applications for parking suspensions and dispensations.

To deliver these services we need to collect, store, use, share and dispose of personal information. This is known as data processing.

When we collect personal data, we must tell you why we need it, and what we will do with it. This information is called a privacy notice.

This privacy notice explains how we process your personal information for the purposes of processing parking related applications. If this privacy notice changes in any way, we will update this notice. By regularly reviewing this notice you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.

In processing personal information, The City of Edinburgh Council must comply with the EU General Data Protection Regulation and the Data Protection Act 2018. We refer to this as data protection legislation.

#### Data controller

Data controllers are the organisations or individuals that determine how your personal information will be processed. By law, data controllers must pay a fee to register with the UK Information Commissioner who is the data protection regulator within the UK.

The City of Edinburgh Council data controller registration number: Z5545409.

#### 2) Data Collection and personal data categories

The personal information we hold about you about processing parking related applications is collected in a variety of ways. We will collect information from you directly on your application form. We will also confirm information with other sources, including the DVLA and the Blue Badge Scheme as necessary, which can include contracting your General Practitioner.

When we collect and process your personal information, we are committed to the principles set out in data protection legislation.

#### Data protection principles

We only collect information that we need

We keep your personal information secure.

We don't keep your information for longer than we need to

We tell you why we need your information and what we will do with it

We collect accurate information and, where necessary, keep it up to date

We don't use your information for a different reason than the one we have told you about. The exception to this is if we must do so by law.

#### Personal data categories

We process personal data and sensitive personal data in dealing with parking related applications.

Personal data is information which can be used to identify you such as your

- Vehicle Registration Number
- Name and Address of the Registered Keeper of the Vehicle.
- Payment information

Special personal data is information which relates to:

- Your health (we only collect this information for Blue Badge and Taxicard applications and for Exempt Parking Permit applications for Blue Badge holders)

### 3) Purpose of processing personal information

Processing personal information about from Blue Badge applications, Taxicard applications and parking related applications allows us to manage these activities and therefore fulfil our legal responsibilities to manage and maintain the cities road network. The proper issuing of parking and other permits contributes to the traffic management objectives of the city being met.

On occasions, we may keep your personal information within the Council's archives for evidential and historical reasons, or use it for research and statistical purposes.

It will sometimes be necessary to process personal information to prevent and detect crime, to comply with legal orders, and to provide information in accordance with a person's rights.

The Council will only process your personal information when it is lawful to do so.

#### Reasons

Data processed by the Council for processing parking related applications is processed because:

- It is necessary to provide a Council service which is part of our public task.

Health information processed by the Council for processing Blue Badge, Taxicard and Exempt parking permits is processed because:

- It is necessary to of carrying out obligations and exercising specific rights of the data controller in the field of social protection law

We do not require your permission to process your personal information for processing parking related applications as we have a legal obligation to fulfil our public tasks and meet our legal obligations under Blue Badge legislation.

#### 4) Information Sharing

To meet our legal obligations, we will sometimes share your personal information between teams within the Council, and with external organisations involved in delivering services on our behalf.

The Council may also provide personal information to third parties, but only where it is necessary, either to comply with the law or where permitted under data protection legislation.

Organisations who we may share your information with include

- Police Scotland
- DVLA
- NHS Lothian (for Blue Badge applications)
- General Practitioners (for Blue Badge and Taxicard applications)
- Private sector contractors engaged by the Council to undertake related activities
- Transport Scotland (for the Blue Badge Scheme)
- Public and Private sector organisations for the purpose of data analytics.

We will only share your information with partners or suppliers who have sufficient measures and procedures in place to protect your information and can meet their legal obligations under data protection legislation. These requirements will be set out in contracts or information sharing agreements.

We will not share your information for marketing purposes, unless you have specifically given us permission to do so.

#### Details of transfers to third country and safeguards

Your information will normally be stored and processed on servers based within the European Economic Area. While it may sometimes be necessary to transfer personal info overseas, any transfers will be in full compliance with data protection legislation.

#### 5) Retention periods and your rights

##### Retention periods

We will not keep your information for any longer than it is needed, and will dispose of both paper and electronic records in a secure way. The length of time we need to keep information collected for providing processing parking related applications will depend on the purpose for which it is collected. The Council has a Record Retention Schedule which sets out how long we keep records and the reason why.

You have rights under data protection legislation including:

- Right to be informed about how we collect and use your personal information through privacy notices such as this.
- Right to request information we hold about you. This is known as a subject access request and is free of charge. We must respond within one month, although this can be extended to three months if the information is complex.
- Right to rectification. You are entitled to have your information rectified if it is factually inaccurate or incomplete. We must respond to your request within one month. If we decide to take no action, we will tell you why and let you know about your right of complaint to the UK Information Commissioner.
- Right to erasure. You have the right to ask us to delete your information or stop using it. It will not always be possible for us to comply with your request, for example if we have a legal obligation to keep the information. If we decide to take no action, we will tell you why and let you know about your right of complaint to the UK Information Commissioner.
- Right to restrict processing. You have the right to restrict how your data is processed in certain circumstances, for example if the information is not accurate. If a restriction is applied, we can retain just enough information to ensure that the restriction is respected in future. If we decide to lift a restriction on processing we must tell you.
- Right to object. You can object to your information being used for profiling, direct marketing or research purposes.
- Right to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Whilst a right to data portability exists under data protection legislation, because we process information for processing parking related applications as part of our public task or because of legal obligations, you cannot ask us to transfer this information to another data controller so they can use it.

To make a subject access request, or to exercise any of your rights, please contact Information Rights Team.

#### Collecting Information Automatically

We use cookies to collect data automatically when you are using our website. The cookies page on the Website gives further information about this.

## 6) Incidents, complaints and comments

### Data Protection incident

If you are concerned about what we do with your data, or think something has gone wrong, for example if you have received correspondence from the Council which is not addressed to you, contact the Council's Data Protection Officer to report a data protection incident.

### Complaints and comments

If you wish to make a complaint or comment about how we have processed your personal information, you can do so by writing to the Council's Data Protection Officer.

If you are still unhappy with how the council have handled your complaint, you may contact

UK Information Commissioner's Office, Wycliffe House  
 Water Lane, Wilmslow, Cheshire, SK9 5AF  
 Tel: 08456 30 60 60 | Website: [www.ico.gov.uk](http://www.ico.gov.uk) (external link)

7) Data Protection Officer

The Council must appoint a Data Protection Officer to make sure it is complying with data protection legislation. The Council's Data Protection Officer is:

Kevin Wilbraham, Information Governance and Strategic Complaints Manager  
Information Governance Unit, City of Edinburgh Council  
Waverley Court – 2.1, 4 East Market Street  
Edinburgh  
EH8 8BG  
E-mail: [information.compliance@edinburgh.gov.uk](mailto:information.compliance@edinburgh.gov.uk)  
Tel: 0131 469 6200