



## Transparency Notice – Penalty Charge Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Telephone: 0345 8506506

Email: [carparking@wakefield.gov.uk](mailto:carparking@wakefield.gov.uk)

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

Parking Services has obtained your personal data for the purpose of processing a Penalty Charge Notice.

#### **Parking Services may collect information from:**

- The Driver and Vehicle Licensing Agency (DVLA) that will pass personal data to Parking Services for the administration of a Penalty Charge Notice served to a vehicle that is registered to you.
- The Council's Council Tax records to obtain forwarding address where the information obtained from DVLA has not been updated to administer Penalty Charge Notices.
- You providing your personal data to Parking Services via our website.
- You contacting us through email, post, telephone or other means of communication.
- Vehicle Hire Companies.
- The Council's contracted Enforcement Agents.

### What information do Parking Services collect?

Information that Parking Services may collect	Why we hold this information
Your name	So we can address you properly and identify you when we make contact or you contact us
Contact details, including your address, telephone number and email address	So we can identify you and contact you in relation to your Penalty Charge Notice
Your vehicle details	So we can administer a Penalty Charge Notice

We use this information to:

- Administration of the services we provide to you.
- Administration of a Penalty Charge Notice.
- Processing of payments.
- Communication of information to you.
- Improvement of our service.
- The prevention and detection of crime.

To enable us to provide our service to you we will share your information with:

- The Council's current back office software provider.
- Traffic Enforcement Centre (Northampton County Court).
- Traffic Penalty Tribunal.
- The Council's Enforcement Agents.
- Other Council Departments or relevant third parties.
- We may share information internally and externally with other organisations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud.
- The Police in relation to the prevention and detection of crime.
- Our regulators, lawyers and auditors.
- Persons where required by law under a court order or subpoena.

Should you decide not to provide any of the information we request from you then providing a service to you would prove to be unviable and your request may not be fulfilled.

### 3. What authority does the Council have to collect and use this information?

Article 6 of the GDPR sets out the lawful basis for processing personal data.

Parking Services lawful basis for processing data is because it performs a public task and the processing is necessary to perform a task in the public interest and for its official functions, and the task and function has a clear basis in law.

The parking appeals process is underpinned by the Traffic Management Act 2004 and the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007. The equivalent regulations in Wales is The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013. Bus Lane Appeals are underpinned by the Transport Act 2000 and The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005. Road User Charging appeals are underpinned by the Transport Act 2000 and The Road User Charging Schemes (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2013. Littering from vehicles appeals derive from The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018.

#### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for as long as the purpose for which it was collected continues. After which it will be retained for a period of 6 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is to respond to any future queries or complaints and comply with legal, regulatory and accounting requirements.

#### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

##### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

##### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

##### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

##### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

##### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

##### **Automated Decision Making**

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

##### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

## **6. Automated decision making**

You have the right not to be subject to any decisions made solely by automated means.

## **7. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.