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Service Area:	Infrastructure
Work Area:	Traffic Management – Parking Services
Contact Details:	Telephone: 01443 815588 Email: traffman@caerphilly.gov.uk
Privacy Notice Name:	Residents Permit and Season Ticket Applications
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information that you provide when applying for an on-street residents parking permit or car park season ticket.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council (CCBC) will use your personal details in order to process your application for a residents parking permit or car park season ticket.

Legal basis for processing

Acting as the Highway Authority, CCBC have a statutory obligation to process your information, as detailed below:

- The information is required to carry out enforcement of the traffic regulation order made under the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004.

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones

Corporate Information Governance Manager / Data Protection Officer

Email: dataprotection@caerphilly.gov.uk

Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The main user of your information will be Caerphilly County Borough Council Parking Services Department.

Other sections within Caerphilly County Borough Council may carry out tasks on behalf of the Parking Services Department. This may include:

- Income Section – Who may process payments received
- Customer Services – Who may process payments received if made at one of our cash desks

All records may be subject to review by Internal Audit officers.

Details of any sharing of your information with other organisations

On occasion it may be necessary to share your vehicle registration details with Gwent Police for crime prevention purposes.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 1998.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Your personal information will be kept for a period of 1 year beyond expiry of the permit.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

The Data Protection Act gives data subjects (those who the information is about) a number of rights:

- The right of access to personal data.
- The right to prevent processing likely to cause damage or distress.
- The right to prevent processing for marketing purposes.
- Rights in relation to automated decision making.

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- The right to compensation if Caerphilly County Borough Council fail to comply with certain requirements of the Data Protection Act in respect of your information.
- The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.

Further information on your rights is available from: www.ico.org.uk

Complaints Procedure

If you object to the way that Caerphilly County Borough Council is handling your data, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council will use your personal information in order to process your residents parking permit application or car park season ticket.

On occasion it may be necessary to share your vehicle registration details with Gwent Police for crime prevention purposes.

Your information will be kept for a period of 1 year beyond expiry of the permit.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)