



St. Helens Council

Privacy Notice - Penalty Charge Notices - Parking Services

St Helens Council has the powers to carry out Civil Parking Enforcement throughout the whole of the Borough of St Helens and will issue Penalty Charge Notices to any vehicles that are found to be parked in contravention of the parking regulations, in compliance of the Traffic Management Act 2004. Valid Traffic Regulation Orders are in place for all on street and off street parking contraventions.

The Council as the data controller will collect personal data in order to serve Penalty Charge Notices and enforce the parking terms and conditions. If a parking contravention has occurred, your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:-

- To request details of the registered keeper of the vehicle from the DVLA in order to pursue a Penalty Charge Notice.
- Shared with third parties for appeals and enforcement.
- Shared with the police or security organisations to prevent or detect crime.

The Council will use the personal data it collects (including the vehicle registration mark) to send a Notice to Owner, any related correspondence and any further notices if a Penalty Charge Notice remains unpaid. You have 28 days to pay a Penalty Charge Notice from the date on which it was served. After that time, further action may be taken and the personal data may be used to obtain the name and address of the registered keeper which may then be used to enforce the Penalty Charge Notice.

The Traffic Management Act 2004 (Part 6) requires us to do this. The Council does not need your permission to process this information for this purpose.

Personal information will be used by the Council's Parking Services Team and may be shared with other agencies such as DVLA, The Traffic Penalty Tribunal, The Traffic Enforcement Centre (Northampton County Court) and Debt Recovery Agents.

Any personal data held, may be retained for a period of up to seven years to enable enforcement of the Penalty Charge Notice, in compliance of the Traffic Management Act 2004. If a Penalty Charge Notice has been paid or cancelled, all photographic evidence will be removed from the case after a 6 month period and all other personal data will be removed from the case after a 12 month period.

Your Data Rights

In relation to the personal data which we may hold about you, you have the right to request to:

Be informed, have **access** or **rectify** incorrect information. You also have the right to **object** to or **restrict** our processing of your data.

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

Contact and Further Information

If you are concerned about how the Council is using the information or you wish to receive a copy of your data, or believe the information we hold is inaccurate please contact us at: dataprotection@sthelens.gov.uk or via the Information Commissioner's Office (www.ico.org.uk). This Privacy Notice is also available in audio format, by telephoning **01744 676783**.