



St. Helens Council

## **Privacy Notice – Car Park Permits/Dispensations – Parking Services**

The Council as the data controller will collect personal data in order to issue Car Park Permits or issue Parking Dispensations on street. To process an application, your personal data will be collected, processed, and retained in order to carry out the performance of a contract between the Council and the Car Park Permit Holder in the following ways:-

- To process a Car Park Permit
- To process a Parking Dispensation

The Council will use the personal data it collects (including the vehicle registration mark) to issue a Car Park Permit or Parking Dispensation and issue any other related correspondence, including reminder notices and taking payments.

Personal information will be used by the Council's Parking Services Team only for processing a car park permit or dispensation.

Any personal data held, will be removed in line with the Council's Retention Policy, which is 6 years for documents relating to financial affairs.

## **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](mailto:dataprotection@sthelens.gov.uk) or via the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)). This Privacy Notice is also available in audio format, by telephoning **01744 676783**.