

Privacy Notice for Park and Choose, Herefordshire

Information Held About you

The Park and Choose project operates via an application process. To process applications from prospective users we need to collect the following data.

- Basic details about you such as your address, telephone numbers, email address
- Details of your vehicle – Make, model, colour and registration

To provide information to site owners we need to collect the following:

- Basic details such as the full address of the site, telephone numbers and email address

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council. If you wish to amend this information or have any concerns regarding it please contact the Council's Data Protection Officer at AccessToInformation@herefordshire.gov.uk

As an applicant /scheme member your personal data, name and details of your vehicle, will be shared with the owner/ manager of the site that you are authorised to use. Your details will not be shared with other members of the scheme or the Park and Choose Steering Group.

As a site owner/ manager, your contact details will not be shared with scheme members.

How will we use the Information we hold about you?

Scheme members:

We will collect information about you (where applicable) to:-

- Inform the site owner/ manager of who and what vehicle has been authorised to use their site
- Contact you about any changes to your registered park and choose site (e.g. installation of gates, changes in available hours, works at the site)
- Consult you about the scheme

Site owners/managers

We will collect information about you (where applicable) to:

- Inform you of who and what vehicles have been authorised to use your site
- Consult you about the scheme

What is the legal basis for us to process your data?

The legal basis for processing the data is

- Your consent which you can withdraw at any time by notifying us at eem@herefordshire.gov.uk Please note withdrawal of consent to process and share your date will necessitate cancelling your membership of the scheme
- Our legal obligation under the General Data Protection Regulations (GDPR)

Who we will share your information with

The Council will comply with the Data Protection Act 1998. We will use any personal information you provide us with only for the purposes for which you provide it. We will only hold your information for as long as necessary for these purposes and will not pass it to any third parties without your consent (other than Site owners/ Managers). The Council employees who have access to your personal data and are associated with the handling of that data, are obliged to respect the confidentiality of your personal data. The Council employees referred to in this clause shall be restricted to those involved in the administration and running of the Scheme.

How Long do we Keep your Records

We will only keep your information until you choose to opt out or the email group is discontinued. All information will be held securely and destroyed under confidential conditions.

If you cancel your membership, whether formally via the cancellation form, or whether deemed to have withdrawn from the scheme following failure to respond to emails there will be delay (up to 2 weeks) for security purposes should an outlet lodge a formal complaint about a scheme member.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Energy and Active Travel Team eam@herefordshire.gov.uk in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>