

## **Car Parks Privacy Notice**

### **CCTV**

CCTV images are being recorded in all our multi-storey car parks for public health and safety, the prevention and detection of crime and disorder, customer service and staff administration purposes. The system data controller is Huntingdonshire District Council. Where necessary, personal information may be shared with the police or security organisations to prevent or detect crime. Any transfer of data between the Council and other organisations will be conducted in a secure manner. CCTV recordings are retained for up to 31 days.

### **Civil Enforcement**

Civil Enforcement Officers patrol all of our car parks and utilise hand held camera devices in order to enforce the parking terms and conditions. The system data controller is Cambridgeshire County Council. Where the parking terms and conditions have not been complied with, 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.

### **Payment Data**

Payment data is collected and processed in all of our car parks. This information is shared with third parties in a secure manner for the purposes of processing of card payments in accordance with Payment Card Industry standards. Where necessary, personal information may be shared with the police or security organisations to prevent or detect crime. Any transfer of data between the Council and other organisations will be conducted in a secure manner.

### **Voice Recordings**

Voice recordings from intercom calls are collected and processed in all of our multi-storey car parks for public health and safety, the prevention and detection of crime and disorder, customer service and staff administration purposes. Where necessary, personal information may be shared with the police or security organisations to prevent or detect crime. Any transfer of data between the Council and other organisations will be conducted in a secure manner. Voice recordings are retained for up to 17 days.

### **Automated Decisions**

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

### **Lawful Condition**

The legal basis allowing us to process your data will vary depending on a number of factors such as your method of payment or whether any parking enforcement is made against you,

however the legal basis will predominantly be processing necessary for a contract and the legitimate interests of the Council.

### **Your Data Rights**

**Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.

**Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.

**Right to Erasure** – You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained or unlawfully obtained (non-exhaustive) or the information is required for a legal obligation or if it is needed to defend a legal claim.

**Right to Data Portability** - You have the right to request your personal data which you have provided to us to be supplied in a 'structured, commonly used and machine readable format' (e.g. CSV). You may request that this information is supplied directly to another data controller on your behalf.

**Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

**Right to Object** - You have the right to object to us processing your personal data where you have an objection on "grounds relating to your particular situation".

### **Retention of your personal information**

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site.

### **Contact and Further Information**

Cambridge City Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.