



Privacy Notice – Car Parking Administration

Privacy Notice
<p>This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.</p> <p>It is important that you read this notice prior to providing your information.</p>
Who we are
<p>The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).</p> <p>If you have any questions regarding the handling of your personal data, or your rights, please contact the University's Data Protection Officer at dataprotection@strath.ac.uk.</p>
Information we collect and use about you
<p>The personal data we will collect will vary according to whether you are applying under one of the priority categories, but will include at least some of the following:</p> <ul style="list-style-type: none"> • Personal and contact information, including name, home postcode, telephone number and email address. • Details of department and building in which you work, and in some cases, your working pattern. • Vehicle make, model and registration information (including images captured via ANPR cameras.) • Copy of your Blue Badge (for those applying under this category). • If applying due to a temporary mobility issue, a medical certificate or letter from a medical practitioner, to support your application. • Circumstances and supporting information for those applying as 'Essential User'. • Circumstances and supporting information for those applying under the criteria 'Carer' • For visitors and contractors, information on the purpose of your visit to the campus. • Details to allow processing of payment for a permit
Why we require this information and our lawful basis
<p>All of the data you submit will be collected solely for the purpose of administering parking permit applications, and parking enforcement regulations, in accordance with the University's Vehicle Parking Policy.</p> <p>We rely on the following lawful bases for processing information:</p> <ul style="list-style-type: none"> - It is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract. If you do not provide the information required, we cannot enter into the contract for car parking services.



- It is in our legitimate interests to manage car parking provisions and to enforce the conditions on which the Permit is issued.

Those applying for a permit under certain priority categories, e.g., 'Blue Badge Holder', will be required to provide certain information to verify their eligibility. Data relating to health is considered 'special category data' under the legislation and requires a further legal basis for processing. In this case, we rely on your explicit consent.

Who we share your data with

The University's contracted third-party supplier is

- *Mobile Worker Plus*

Under their contract with the University their authorised employees will have access to the University's data, only for the purposes of managing the University's car parking management and enforcement systems. This data is held within data centre within the EU.

Data collected via ANPR cameras will be processed outside the UK/EU. Whenever we transfer data internationally, we will make sure that appropriate safeguards are in place to protect your information and your rights to privacy.

We do not otherwise routinely share your data with any third parties. Data will only be shared where: we are legally required to do so; it is in your/another person's 'vital interests'; or it is otherwise lawful and appropriate to do so, e.g. requests from Police.

How long your information is retained

The University will retain car parking application details for 2 years following the cessation of the period of an annual permit, or for 1 year for non-annual permits. After this time, data will be securely deleted.

Your rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

***Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights. You can update your details at any time by contacting carparking@strath.ac.uk or by amending it via the Permit Management System.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).