

## Privacy Notice – Parking Permits

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the purpose of the issue and management of various parking permits under the Borough parking scheme. (E.g. resident, professional and family carer permits, allotment, country parks and staff) and other parking related requests.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

Category of personal data we may request includes:	Purpose of requesting information:
<ul style="list-style-type: none"> <li>• Name, address, contact details               <ul style="list-style-type: none"> <li>• Vehicle registration</li> <li>• Vehicle make &amp; model</li> <li>• Number of household residents</li> <li>• Signature</li> <li>• Debit/credit card details for payments over the telephone</li> <li>• Proof of residency and car ownership.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Issue and management of parking permits for all zones in the Borough under the parking scheme.</li> <li>• Issue and management of visitor parking permits</li> <li>• Bay suspensions</li> </ul>
<ul style="list-style-type: none"> <li>• Name, address, contact details               <ul style="list-style-type: none"> <li>• vehicle registration, make and model</li> <li>• evidence of why permit needed (e.g. medical, age related etc.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To assess your eligibility for Family Carer parking permits.</li> <li>• To issue and manage renewal of the permits.</li> </ul>
<ul style="list-style-type: none"> <li>• Name</li> <li>• vehicle registration, make and model</li> <li>• contact details for care agency/NHS department requesting the permit</li> <li>• Signature of applicant and manager</li> <li>• Credit/debit card details for payments over the telephone</li> <li>• cheque payment</li> <li>• Other details required for issue of invoice</li> </ul>	<ul style="list-style-type: none"> <li>• To assess eligibility and issue Professional Carer parking permits for all zones within Eastleigh parking scheme.</li> </ul>

<ul style="list-style-type: none"> <li>Name, contact details, job title, employee number</li> </ul>	<ul style="list-style-type: none"> <li>To issue staff parking permits including essential car users.</li> </ul>
<ul style="list-style-type: none"> <li>Name, address, contact details</li> <li>car registration, make and model details</li> <li>Proof of entitlement for Lakeside by providing fishing permit.</li> </ul>	<ul style="list-style-type: none"> <li>To issue parking permits for the Itchen Valley Country Park and Lakeside</li> </ul>
<ul style="list-style-type: none"> <li>Name, address, contact details</li> <li>car registration, make and model details</li> <li>Signature</li> <li>new address</li> <li>return of permit</li> </ul>	<ul style="list-style-type: none"> <li>Refunds of unused parking permits when resident moves</li> </ul>
<ul style="list-style-type: none"> <li>Name, address, contact details, payment details, signature</li> </ul>	<ul style="list-style-type: none"> <li>Requests for bay suspensions</li> </ul>
Who we may share your data with includes but is not limited to:	<ul style="list-style-type: none"> <li>Local Area Services,</li> <li>Customer Services (who administer the service)</li> <li>Case Managers</li> <li>Internal Audit,</li> <li>HR,</li> <li>Care Companies and NHS departments,</li> <li>Applicants,</li> <li>Finance</li> <li>Civil enforcement officers</li> <li>MiPermit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>Article 6 (1) (e) - Public Task</li> <li>Article 6 (1) (b) – contract</li> </ul>
Lawful basis for using your special personal data	<ul style="list-style-type: none"> <li>Article 9 (2) (g) - Substantial public interest (for Family Carer permits)</li> </ul>

## Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in the [retention and disposal](#) schedule.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)