

Privacy Notice

Processing of staff personal data in relation to University parking services

1. This privacy notice explains how your personal data will be collected and processed in connection with your application for a University parking permit ("Permit") and your use of University car parks, as provided for in the University's Vehicle Parking Policy ("the Policy").
2. The University is the data controller of the information it collects and processes in connection with the Policy. This means that it has the core legal responsibility to safeguard the information and ensure it is processed in accordance with data protection laws. At present the law is set out in the Data Protection Act 1998, but from May 2018 new legislation will apply instead (the EU General Data Protection Regulation and a new UK Data Protection Act). In particular the University will:
 - a. Take steps to ensure that the data it processes is accurate and up to date: but this is subject to your responsibilities, as set out in the [Parking Policy](#), to notify the University of any changes to your information;
 - b. Only process your data for the specific purposes set out below, and only share with third parties as provided for below; and
 - c. Keep your data secure.

3. How and why we process your data:

For the purposes set out below we collect and hold information provided by you in your permit application and information already held within our HR systems. Further information about you may then be generated through the processing of your permit application. This information is held by us in a dedicated parking permit system. This is accessible only to a limited number of authorised staff who need access in order to manage parking provision and the permit application process. Some information is also processed by the HR department as described below.

We process your data for the following purposes:

- a. To manage University parking provision appropriately, including care and maintenance of the parking areas and ensuring health, safety and security within car parks: for these purposes we collect and hold information about your vehicle and may contact you about any problems involving your vehicle. This processing is necessary for the performance a contract you enter into (for provision of parking/use of a Permit) and/or is necessary for the legitimate interest of managing car parking provision and protecting the interests of all car park users;
- b. To administer the system of parking Permits: this includes dealing with permit applications and associated appeals, issuing permits, administering payments, verifying information provided in permit applications and taking any disciplinary action which relates to provision of inaccurate information. For these purposes we will process the personal information within your permit application. This processing is necessary for the performance of a contract

you enter into (for provision and use of a Permit) and/or is necessary for the legitimate interest of managing car parking provision and enforcing the conditions on which the Permit is issued;

- c. If you are applying for a Permit under an exemption (see paragraph 2.1 of the Parking Policy), the University will need to process information about your health/relevant medical conditions or disabilities and/or about members of your family as follows in order to determine whether an exemption applies.
 - i. When you first apply for a permit under paragraph 2.1.1 or 2.1.2 (staff with children aged 12 or under or blue badge holders), the Parking Services team will ask you to supply a copy of your child's full birth certificate or a copy of your blue badge (as appropriate). This documentation will be reviewed by a member of the Parking Services team and then deleted. Following deletion we will retain within the BU parking permit system:
 - confirmation that documentation has been seen;
 - the names and dates of birth of children for which birth certificates have been supplied; and
 - the expiry date of any blue badge.
 - ii. When you apply for a permit under paragraph 2.1.3 or 2.14 (medical condition or carer responsibilities), the BU HR department will contact you to confirm the basis of your application and may review information about you already held within the HR department and/or ask you to provide new supporting evidence. Any evidence reviewed for this purpose will be seen only by the HR department, who will notify the Parking Services team as to whether you are within the exemption so that a permit can be issued but will not share any other information about your circumstances.

This information is retained to verify the basis on which a permit has been issued and for the purposes of any disciplinary action which relates to provision of information in support of a permit application. In addition, retaining children's information and blue badge expiry dates will enable us to process some future permit applications without asking for supporting documentation.

This processing of supporting evidence is carried out on the basis of your consent. You will be asked to give your consent when you are contacted about providing supporting information as described above. Your consent can be withdrawn at any time during our processing of the relevant information.

4. Processing of personal data for the purposes of parking enforcement

- a. Parking Charge Notices will usually be issued by a contractor or sub – contractor of the University, as described in the Policy. Currently parking enforcement services are provided by Britannia Parking as a sub-contractor of Mitie, which is contracted to provide the University with facilities management services. Britannia will obtain personal data required to enforce Parking Charge Notices from the DVLA under national arrangements for such purposes. Britannia will be a data controller of such data, and further information about Britannia’s processing of your personal data will be provided by Mitie/Britannia, for example in signs displayed in the car parks.
- b. The University may disclose information to Britannia (or any other contractor/sub-contractor with responsibility for parking enforcement) where this is necessary for the purposes of appropriate enforcement action or legal proceedings. Such disclosures would be made on the basis that they are necessary for a substantial public interest and/or for the legitimate interest of enforcing parking conditions.
- c. Enforcement of parking terms and conditions in respect of the Madeira Road car park used by staff working in Melbury House is subject to separate enforcement arrangements made by Bournemouth Borough Council. The University is not a data controller of personal data processed for these purposes.

5. Retention and your rights as a data subject

- a. We will retain your personal data only for as long as necessary for administration and audit purposes, and for the purposes of any disciplinary or legal proceedings relating to your Permit application or your use of University car parks.
- b. Under the data protection laws in force prior to 25 May 2018 you have rights to ask for information about how we process your data and to see the data being processed. From 25 May 2018, under the new data protection laws you will also have a right to ask for rectification/correction of any inaccurate personal data being processed by a data controller, and in certain circumstances you will have the right to ask for processing of your personal data to be restricted or stopped. If you wish to exercise any of these rights, you should contact our Data Protection office on dpa@bournemouth.ac.uk.
- c. If you have any questions or concerns about the data processing described above, again please contact our Data Protection office on dpa@bournemouth.ac.uk.