

Privacy Notice

Processing of Affiliate 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 an application made by your employer for you to be issued with a University parking permit ("Permit") and your use of University car parks, as provided for in the University's Vehicle Parking Policy ("the Policy"). The Policy sets out the terms and conditions of use of University car parks and applies to you as someone working on University premises even though you are not employed by the University.
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/your employer in the application for your permit. 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.

The application for your permit will be made by your employer on your behalf. We will ask your employer to provide evidence that you have given consent for them to make the application on your behalf, that you understand the terms on which a permit will be issued and held and that you consent to any processing of information under paragraph c 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/your employer apply for a Permit under an exemption category (see paragraph 2.1 of the Parking Policy), you will need to provide your employer with evidence that an exemption applies (i.e. information about your health/relevant medical conditions or disabilities and/or about members of your family) as set out below. Your employer will review the supporting information and confirm to us whether the exemption applies. Your employer will not share the supporting evidence with the University.
 - 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), you will be asked to show your employer a copy of your child's full birth certificate or a copy of your blue badge (as appropriate).
When you apply for a permit under paragraph 2.1.3 or 2.1.4 (medical condition or carer responsibilities), your employer will confirm with you the basis of your application and may review information about you already held by them and/or ask you to provide new supporting evidence.

Your employer will be able to provide information about this evidence is processed, including the length of time for which it is retained.

This processing of supporting evidence is carried out on the basis of your consent. You will be asked to give your consent to this processing at the same time that you are asked whether you consent to your employer applying for a permit on your behalf. 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.

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 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.