

## Privacy Notice for Disabled Parking Bay Application

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### What information do we collect about you?

The information we will collect will vary depending on how you use the Council's Services. We collect personal information you agree to share with us voluntarily so that you can apply for a disabled persons parking bay. You will be asked to provide your contact details and documentation to prove that you are eligible for a disabled persons parking bay. We will collect some special category information about your health when you tell us about your disability.

We are using your personal information because you have given us your consent [Art.6(1)(a) and Art 9(2)(a)].

### How will we use the information about you?

If you complete this form the information you provide will be used to enable you to be considered for a disabled persons parking bay. We will use your information for this purpose only.

We will not share the personal information we hold with any external organisations. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### How long will you keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. This means we will securely destroy the information three years after you provided it.

### Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request. Or write to Regulatory Services, St Albans Council, St Peters Street, St Albans, AL1 3JE.

You have the following rights in respect of the information you have consented to share with us:

- To be forgotten i.e. your details will be deleted
- To have us correct an error
- To have us restrict the way we use the information
- To object to us using the information
- To have your information shared at your request (data portability)

We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or write to GDPR Team, St Albans Council, St Peters Street, St Albans, AL1 3JE or call 01727 866100 to speak to the GDPR Team.

You can find out more about your rights on our website: [http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/or write to GDPR Team, St Albans Council, St Peters Street, St Albans, AL1 3JE](http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/or%20write%20to%20GDPR%20Team%20St%20Albans%20Council%20St%20Peters%20Street%20St%20Albans%20AL1%203JE).

You can also find out more about your rights on the Information Commissioner's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

## **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

[http://www.stalbans.gov.uk/Images/SADC%20Data%20Protection%20Policy%20March%202017\\_tcm15-57902.pdf](http://www.stalbans.gov.uk/Images/SADC%20Data%20Protection%20Policy%20March%202017_tcm15-57902.pdf)

We review this policy annually. An updated General Data Protection Regulation policy will appear here before 25<sup>th</sup> May 2018. You can call or write to us using the details given above if you would like a copy.

## **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

## **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.