

## Service Area and contact details

<b>Service Area:</b>	Streetscene & City Services
<b>Contact Details:</b>	cpe@newport.gov.uk, 01633 656656
<b>Privacy Notice Name:</b>	Civil Parking Enforcement Privacy Notice

## Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

### Newport City Council has obtained the following categories of your personal data:

n/a

### We have obtained your information from:

n/a

## Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

### Our legal basis for processing your information:

#### We have a legal duty to process your personal information

#### Further details about our legal basis for using your information and the purpose of processing:

Civil Parking Enforcement (CPE) means that the responsibility for enforcing parking restrictions is the responsibility of the local authority rather than the police. CPE will apply throughout Newport from 1st July 2019. Parking restrictions will stay the same and Civil Enforcement Officers (CEOs) employed by the council will enforce all off-street parking restrictions, such as residents parking schemes and double yellow lines.

If a vehicle is found to be parked in contravention, the CEOs will issue a Penalty Charge Notice (PCN). We have a statutory duty to carry out this function and the relevant legislation is;

- The Traffic Management Act 2004;
- The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013

#### The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

*(Only relevant to consent based processing)*

#### You must provide us with the information we need to deliver the service, if there is either:

- A contractual obligation to do so, or
- A statutory obligation to do so.

*(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)*

<b>The consequences of not providing the information are as follows:</b>
n/a
<p><b>Special Category Data</b>  <i>(Only relevant if special category data is being processed)</i></p> <p>Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:</p>
n/a
<p><b>Automatic decision making/profiling</b>  <i>(Only relevant if we are making an automated decision on a data subject)</i></p> <p>Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:</p>
n/a we do not rely on any automated decision making or profiling technology

<b>Who will have access to your personal information?</b>
<p><b>Newport City Council</b> is the data controller and the Data Protection Officer is:</p> <p>Digital Services Manager  Email: <a href="mailto:information.management@newport.gov.uk">information.management@newport.gov.uk</a>  Tel: 01633 656656</p> <p>Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.</p>
<b>The main users of your personal information are:</b>
<p>Civil Enforcement Officers  Senior Civil Enforcement Officers  Senior Technical Officer- Parking Services &amp; Civil Parking Enforcement</p>
<b>We may share your information within Newport City Council:</b>
Click here to enter text.
<b>We may share your information with other, external organisations:</b>

**Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:**

The South Wales Parking Group (SWPG) provide Civil Parking Enforcement administration and payment services on behalf of Newport City Council. In the event of a parking contravention, we will provide SWPG with your;

Vehicle registration number  
Penalty charge notice number

In the event of a parking contravention, the SWPG may share your car registration information with the DVLA. The DVLA will subsequently provide the SWPG with your;

Registered vehicle owner name  
Registered address.

When making a payment, CIVICA UK Limited is a third party software supplier who will process your payment on behalf of RCT.

Imperial Civil Enforcement Solutions provide the parking enforcement and processing software used by the Newport City Council and other members of South Wales Parking Group.

In the event of non-payment, the SWPG may pass the above information onto the Traffic Enforcement Centre and debt collection agency as appropriate.

**Details of any international transfers of your personal information:**

*(if applicable)*

n/a

## Requests for information

**All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.**

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

[Information.management@newport.gov.uk](mailto:Information.management@newport.gov.uk)

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

[www.newport.gov.uk/FOI](http://www.newport.gov.uk/FOI)

## Your Rights

**The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:**

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

**In all instances, please submit your request to:**

[information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

**Complaints procedure**

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

[Information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.

**How long will we retain your information?**

**Details of retention period**

The details of any parking contravention will be stored securely for a period of two years, after which the information will be deleted.