

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. Such permits would include resident permits (for use in EBC car parks by eligible residents/households), season tickets (for use in EBC car parks, available to any applicant), staff permits (for EBC staff use) 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.

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"> • Name, address, contact details <ul style="list-style-type: none"> • Vehicle registration • Vehicle make & model • Number of household residents • Signature • Debit/credit card details for payments over the telephone • Proof of residency and car ownership. 	<ul style="list-style-type: none"> • Issue and management of parking permits in the Borough car parks under the resident parking scheme. • Refunds of unused parking permits when resident moves. • Bay suspensions (in Borough car parks).
<ul style="list-style-type: none"> • Name, address, contact details <ul style="list-style-type: none"> • Vehicle registration • Vehicle make & model • Signature • Debit/credit card details for payments over the telephone • Proof of car ownership. 	<ul style="list-style-type: none"> • Issue and management of season tickets in the Borough car parks under the relevant parking scheme.
<ul style="list-style-type: none"> • Name, contact details, job title, employee number 	<ul style="list-style-type: none"> • To issue staff parking permits including essential car users.
<ul style="list-style-type: none"> • Name, address, contact details • car registration, make and model details • Proof of entitlement for Lakeside by providing fishing permit. 	<ul style="list-style-type: none"> • To issue parking permits for the Itchen Valley Country Park and Lakeside

<ul style="list-style-type: none"> Name, address, contact details, payment details, signature 	<ul style="list-style-type: none"> Requests for bay suspensions
Who we may share your data with includes but is not limited to:	<ul style="list-style-type: none"> Parking Services Customer Services (who may also administer the service) Internal Audit HR Applicants Finance Civil Enforcement Officers RingGo (for certain car park season tickets)
Lawful basis for using your personal data:	<ul style="list-style-type: none"> Article 6 (1) (e) - Public Task Article 6 (1) (b) – contract

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

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

Email: casework@ico.org.uk