

Privacy Notice for data provided in relation to the University of Glasgow's Vehicle Management and Enforcement Scheme

Version 2: Date 26/09/18

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to applying for a permit. This privacy notice will explain how the University of Glasgow will process your personal data. All data collected and obtained for the permit applications and parking enforcement is treated in accordance with the EU GDPR 2018.

Why we need it

We are collecting and processing your personal data as outlined in this Privacy Notice as part of your application for a University of Glasgow Car Parking Permit, Visitor Permit or Contractor Permit ('the permit') in order to identify if you qualify for a permit under the [University's Vehicle Management and Enforcement scheme's Terms and Conditions](#).

The data is required for making decisions on your eligibility for a permit and we will only collect data that we need in order to provide this service to you. The data will also be used to act on parking enforcement in accordance with the scheme's Terms and Conditions.

The personal data we will be collecting will depend on the permit type applied for, the permit application system asks for the following information:

- Information relating to you personally including name, home address, your individual staff / student matriculation number, telephone number and email address
- Details of your work, including work location postcode, details on work patterns and duties
- Vehicle registration information
- If you are applying because you have a disability, you will need to provide a copy of your disabled parking [Blue Badge](#).
- If you are applying on the basis that you have a temporary mobility issue, we will not require you to provide specific details about your condition to us. However, instead you will be required to seek a referral for an Occupational Health Unit (OHU) assessment, and the OHU will advise us if a temporary permit is recommended, and for what period of time.
- Circumstances and supporting information for criteria 'Business Need'
- Circumstances and supporting information for criteria 'Alternatives to private vehicle use'
- Circumstances and supporting information for criteria 'Caring for Dependants'
- Information on the purpose of your visit to University premises
- Details to allow payment for a permit

All of the personal data you submit will only be shared with authorised system administrators. The University will not transfer your data outside the European Economic Area.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is "Contract".

It is a condition of your application that you provide the requested personal data (as outlined in this Privacy Notice and on the online application form) if you fail to do so, you will no longer be eligible to apply, and your application will be terminated.

Special Categories of Personal Data

Where you are applying for a permit on the basis of a disability or temporary mobility issue, we require you to provide us with certain information to verify your eligibility to be considered for a University of Glasgow parking permit on this basis. Some of this data may be considered as Special Categories of Personal Data and we therefore require a further legal basis for processing this type of personal data. In this instance, our legal basis for processing Special Categories Personal Data is **Article 9(1)(a) “Explicit Consent”**.

We will only process Special Categories Personal Data provided by you in order to confirm that you are eligible to be considered on the basis of having a disability or temporary mobility issue.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.

We also share your personal data with third parties who are companies contracted by the University of Glasgow, including their authorised employees in the performance of their duties. These third parties are:

- Imperial Civil Enforcement Solutions Ltd
- Owners and Management of car parks which are used by permit holders but not University property

The personal data that we share with Imperial Civil Enforcement Solutions Ltd is

- Information relating to you personally including name, home address, your individual staff / student matriculation number, telephone number and email address
- Details of your work, including work location postcode, details on work patterns and duties
- Vehicle registration information
- If you are a confirmed holder of a Blue Badge
- If you are applying on the basis that you have a temporary mobility issue, the results on recommendation for or against a permit given by the OHU
- Circumstances and supporting information for criteria ‘Business Need’
- Circumstances and supporting information for criteria ‘Alternatives to private vehicle use’
- Circumstances and supporting information for criteria ‘Caring for Dependants’
- Information on the purpose of your visit to University premises
- Details to allow payment for a permit

The personal data that we share with other third parties is

- Vehicle registration information

This is for enforcement reasons on shared car parks only.

We will not share any Special Categories of Personal Data with any third party.

The University takes the security of your data seriously and we have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our authorised employees and authorised employees of contracted companies in the performance of their duties as detailed above. Imperial Civil Enforcement Solutions Ltd comply to GDPR regulations.

How long do we keep it for?

Your data will be retained by the University for a period of 14 months. After this time, data will be securely deleted. Imperial Civil Enforcement Solutions Ltd will also delete your data after 14 months securely.

Blue Badge copies are only kept until a permit application has been approved or declined, and then deleted immediately.

What are your rights?

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please contact dp@gl.a.ac.uk.

Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>.