

Parking Services - privacy and your data

1. Who we are and what we do:

As a Council, we are responsible for administering and enforcing parking regulations throughout the district. This includes off-street parking in car parks, as well as on-street parking which is carried out on behalf of Kent County Council. Details about our parking services can be found on the [Council website](#).

For additional information about your rights and when the Council will share data, this document should be read alongside the Council's [general privacy policy](#).

2. What information do we hold and use?

Personal data held by parking services can include:

- Vehicle details, including:
 - The VRN, VIN, make, model, colour, MOT status, road tax status, PCN history, ownership.
- Name, address contact details.
- Copies of contact, including:
 - Correspondence, interviews, application forms.
- Session data from digital parking purchases.
- Photographic or video recordings
- Disability entitlement or mobility requirements.

3. How do we obtain your personal information?

Personal data can be obtained from a range of sources, including:

- by Civil Enforcement Officers or other Council staff while carrying out enforcement duties.
- by digital parking services such as RingGo.
- the DVLA through vehicle ownership checks.
- directly from yourself during correspondence.

4. What do we use this information for?

The Council will make use of some personal data in order to enforce and administer parking regulations, or provide you with a service. Links to more information about these services has been provided where possible. This includes:

- Conducting on and off-street [parking enforcement](#).
- Administering parking enforcement [appeals](#).
- Administering car parks and other [parking services](#).

- Administering parking [permits](#) and [waivers](#).
- Administering [parking bay suspensions](#).
- Managing [disabled parking bay](#) applications and maintenance.
- Undertaking limited [highways works](#).
- Managing consultations regarding Traffic Regulation Orders.
- Instructing enforcement agents for recovery action.

5. On what basis do we use your data?

When processing your personal data, the Council relies on the following conditions:

- The processing is necessary for a task carried out in the public interest, or in the exercise of official authority.
- The processing is necessary for compliance with a legal obligation.

Additionally, the Council may be required to process special category data on occasion, for example when processing applications for disabled parking bays. Under such circumstances, the Council will rely on the following conditions:

- That your explicit consent has been obtained, or
- The processing is necessary for reasons of substantial public interest, specifically where doing so is necessary for compliance with a legal obligation.

Alternately, you can send an email to [team email address] or the Council's Data Protection Officer at data.protection@folkestone-hythe.gov.uk

6. Who do we share your data with?

The Council will share your personal data with 3rd parties under certain circumstances. These include:

- RingGo, the parking service that administers digital pay and display services in car parks, and the management of digital parking permits.
- Traffic Penalty Tribunal, the adjudication body that oversees external appeals regarding Penalty Charge Notices.
- XXXX, the enforcement agents who recover unpaid fees during debt collection.

7. How long do we store your data?

Your data will be retained for the period set out on the Council's corporate retention schedule. A copy of this can be obtained on our privacy policy page on the Council website.

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