

## **Privacy Notice for Environmental Enforcement**

### **Information held about you**

In order to carry out enforcement in relation to environmental issues such as dog fouling, fly tipping, littering and untaxed or abandoned vehicles it is necessary for us to collect and hold personal information about you.

As well as your name, address and other contact details, this information may include the details of your vehicle such as registration number, the registered keeper, and make and model, location of vehicle at the time of an offence as well as the offence details.

We also hold details of contact that we have had with you such as any correspondence and formal enforcement notices.

### **What is the legal basis for us to process your data?**

The legal basis for processing the data is:-

- our legal obligation under the Environmental Protection Act 1990
- our legal obligation under the Anti-social Behaviour, Crime and Policing Act 2014
- our legal obligation under the Vehicle Excise & Regulations Act 1994
- our legal obligation under the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997
- in the public interest or in the exercise of official authority

### **Who is processing my data and how will we use the information we hold about you?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Redcar & Cleveland Borough Council.

### **Keeping your information secure**

We take privacy very seriously and have a range of robust policies, processes and technical measures in place to control and safeguard access to, and use of, personal information.

### **Who will we share information with**

We will not normally share your information with organisations other than our partner organisations without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

“To prevent and detect fraud, personal data may be provided to bodies responsible for auditing and administering public funds. For more info see <https://www.redcar-cleveland.gov.uk/site-terms/Pages/privacy.aspx>”.

### **How long do we keep your records?**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for the amount of time as detailed within the parking retention schedule. All information will be held securely and destroyed under confidential conditions.

We will only keep your information for the minimum period necessary. We retain your personal information for a period of six years after the case has been closed. This allows us to refer back to previous cases when considering objections against any future penalty charges.

### **Your information rights**

The Council's privacy notice can be view at [www.redcar-cleveland.gov.uk/dataprivacy](http://www.redcar-cleveland.gov.uk/dataprivacy).

If you would like to receive copies of the personal data the Council holds about you in connection with parking services, please email your request to the Information Governance Team at [InformationSecurity@redcar-cleveland.gov.uk](mailto:InformationSecurity@redcar-cleveland.gov.uk) who will centrally process your request.

If you have specific concerns about the way we handle your personal data, you can contact the Council at [InformationSecurity@redcar-cleveland.gov.uk](mailto:InformationSecurity@redcar-cleveland.gov.uk)

You are also entitled to make a complaint to the Information Commissioner's Office (ICO), the independent regulator responsible for upholding information rights. You can find more information on the ICO website.