

## Privacy Notice (How we use your information)

### Highways Service – Applications for Vehicle Crossings, Disabled Person’s Residential Parking Bays and Keep Clear Markings

The Highways Service are responsible for maintaining many of the highways across Kirklees, along with associated infrastructure and highways assets. As part of our service function we assess applications received from residents regarding:

- The introduction of a vehicle crossing (dropped kerb).
- The introduction of a disabled person’s residential parking bay.
- The introduction of Keep Clear markings.

This Privacy Notice sets out how personal information, in relation to these requests by residents, is collected, processed, held, shared and retained.

Please note that personal information which relates to applications for the introduction of residential permit parking schemes are covered under a separate Privacy Notice. Please refer to the Privacy Notice for Traffic Regulation Orders (TRO).

#### **The categories of information that we collect, process, hold and share include:**

The personal information which we specifically request as part of the application process is:

- Name
- Address
- Telephone number
- Email address
- Bank account or financial information for payment purposes

In addition to the above we may also request:

- Vehicle registration documents (as part of the application process for a disabled person’s residential parking bay).
- Information relating to disability allowances received (as part of the application process for a disabled person’s residential parking bay).
- Disabled badge number and/or Kirklees Passport number (as part of the application process for Keep Clear Markings).

Please note that we do not specifically request any other personal information, however, it is possible that additional personal or sensitive information may be included within any supplementary information which you send to us. We strongly advise that you read through, in

full, any information before you send it to us to ensure that there is no additional personal or sensitive information included (other than that set out above).

## Why we collect and hold this information

We use this personal information in order to:

- Enable us to meet all legal and statutory functions under the Highways Act 1980, along with other relevant legislation.
- Assess your application against the eligibility criteria and provide any subsequent services (e.g. appropriate road markings).
- Contact you should we need to obtain further information or clarification relating to your application.
- Provide you with updates and/or inform you of the outcome of your application.
- Assess the quality of our services, for example by contacting you to request feedback.
- Evaluate and improve our performance.

If you do not provide the personal information requested then we will be unable to complete the assessment of your application.

## The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- 6(1)(e) We need it to perform a public task

This lawful basis is underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to

- The Highways Act 1980
- Road Traffic Regulation Act 1984
- Town and Country Planning Act 1990
- New Roads and Street Works Act 1991
- The Equality Act 2010

For applications for disabled persons residential parking bays and Keep Clear Markings, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

- 9(2)(g) Reasons of substantial public interest (with a basis in law).

## Storing this information

We will hold the information about you securely. We are currently reviewing and updating our internal procedures with regards to retention of personal information and as such this Privacy Notice and associated retention schedules will be updated once this process has been completed.

## Who we share this information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To assess your application against the criteria and verify the information provided;
- To deliver a service;
- To calculate fees associated with the service(s) provided;
- To manage local authority performance.

We may share this information with:

- Other services within Kirklees Council;
- Our contractors (if applicable)

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact the Highways Team via email ([Highways.Ross@kirklees.gov.uk](mailto:Highways.Ross@kirklees.gov.uk)).

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.