

Privacy Notice (How we use your information)

Highways Safety – Traffic Regulation Orders

A Traffic Regulation Order (TRO) is a legal order, which allows Kirklees Council to regulate the speed, movement and parking of vehicles and cycles (motorised and non-motorised) and regulate pedestrian movements, which are enforceable by law. The act governing Traffic Regulation Orders is the Road Traffic Regulation Act 1984. Members of the public can submit a request for a TRO, for consideration by the Highways Safety Team. This includes requests for the introduction of residential permit parking schemes.

The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 sets out the process which we must follow before making an Order, including advertisement and consultation. Under this process members of the public can submit objections in writing to us, which will be taken into consideration by the Officer when deciding if a TRO scheme should be progressed.

This Privacy Notice sets out how personal information, in relation to the TRO process (both requests and comments), is collected, processed, held, shared and retained.

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

The personal information which we specifically request to process your request or objection includes your:

- Name
- Address
- Telephone number
- Email address

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 added to the request or objection which is sent 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) as we cannot guarantee that these will be removed in any future reports.

Why we collect and hold this information

We use this personal data in order to:

- Consider your request with regards to the introduction of a TRO (including residential permit parking schemes) and to contact you about your request.
- Consider your comments or objections in relation to the introduction of a TRO scheme and to contact you to discuss these further.

- Ensure that we follow the process outlined in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and associated legislation.

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)(c) We have a legal obligation.
- 6(1)(e) We need it to perform a public task.

These lawful bases are 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
- The Highways (Road Humps) Regulations 1999
- The Highways (Traffic Calming) Regulations 1999
- Road Traffic Regulation Act 1984
- The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996

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 will not share your personal information with anyone outside of the Council, unless we are required to do so by law.

We do have to provide information relating to objections as part of the TRO scheme report which we submit to Committee for consideration. When doing so all personal information is removed. Please be aware that your comments will be included within the report and they will be available on the Council's website within the Committee papers.

Your comments, excluding any personal information, may also be included within any response which we need to provide to a Freedom of Information request.

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 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 Safety Team via email (Highways.TRO@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 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.