Privacy Notice for Transport and Environment

Service description

We deal with on-street and off-street parking restrictions, Traffic Restriction Orders, strategies relating to transport or the environment and the provision of cycle lockers.

Processing activity

In order to provide our service, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service. We will process personal information relating to:

- Applications for changes to on-street parking restrictions (annual parking review)
- Consultations on applications for changes to on-street parking restrictions
- Consultations on parking fees
- Consultations on off-street parking restrictions
- Consultations on Traffic Restriction Orders
- Consultation on strategies
- Hiring cycle lockers

Information requirements

This information may include your name, address, phone number and email.

Lawful bases

Our lawful bases for processing your personal information are:

- Public task (applications about on-street parking)
- Legal Obligation (consultations)
- Carrying out of a contract to which you are a party (cycle lockers)

Data Processors

If you pay for a cycle locker through our touchtone phone service or through our website your payment will be handled by Capita.

Data sharing

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our corporate [Privacy Notice](#) for further details of how we process your personal information and your rights.