

# **Privacy Notice – Tenby Pedestrianisation Scheme**

## **Administration and Issuing of Access Permits**

Pembrokeshire County Council, Traffic Section, County Hall, Haverfordwest

E.mail: Tenby.pedestrian@pembrokeshire.gov.uk

### **1. Why do we collect and use your personal information?**

We collect and use your personal information so that we can undertake the administration and delivery of the Tenby Pedestrianisation scheme, including the issuing of all access permits and dispensations, and to ensure that the user of the permit(s) is entitled to do so.

The Processing of your data is:

- Because we have a legal obligation to do so;
- Because it is necessary for the performance of this public task to do so;

### **2. How Information about you is used.**

The information that you provide will be processed according to the General Data Protection Regulation 2016 and Data Protection Act 2018, and used solely for purpose of the delivery of this public task in accordance with the current Traffic Regulation Order 'The County of Pembrokeshire (Walled Town, Tenby) (Prohibition of Motor Vehicles) Order 2008' as amended.

We have a duty to protect the public funds we administer and may use the information provided by you to detect and prevent fraud. To assist us with this, information provided by you in relation to the vehicle registration number and property address that the permit has been issued to, may be shared internally in PCC, and / or the Police.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales.

Personal data may also be shared with the Police.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

The categories of personal data being collected are:

Demographical which includes the applicants name, property address, and contact telephone and e.mail details;

Vehicle details which will include the registration and vehicle owner details.

### 3. How long do we keep hold of your information?

We will retain the information provided to us for 18 months from the date of your application and your information will be securely disposed of once it is no longer required.

### 4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Regulation 2016 and Data Protection Act 2018. To make a request for any personal information we may hold you need to contact:

Access to Records Team  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP  
[accesstorecords@pembrokeshire.gov.uk](mailto:accesstorecords@pembrokeshire.gov.uk)  
01437 775798

### 5. Your Rights.

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **erasure** - you may request that we erase your personal data however, this may delay or prevent us delivering a service, or continuing to deliver a service, to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to not be subject to **automated decision making and profiling**.

### 6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)  
Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
Telephone No: 0303 123 1113

## **7. Changes to this privacy notice.**

We keep our privacy notice under regular review.