

## **Low Emissions Zone Enforcement**

### **Why we need your information**

We need your information to administer the enforcement of the Low Emission Zone (LEZ) within Edinburgh.

the enforcement we undertake for our LEZ is in the following areas:

- Issuing, collection and pursuing of Penalty Charge Notices (PCN's) issued because non-compliant vehicles have driven into or within the LEZ.

### **How we collect information about you**

We collect information about you through the enforcement process which allows the Council to request keeper details of non-compliant vehicles from the DVLA, where the council has detected the vehicle being driving within the LEZ boundary.

### **How we manage your information**

This information will be stored safely and securely within Council systems with appropriate levels of access.

### **Who your information is shared with**

To meet our legal obligations, we will sometimes share your personal information between teams within the Council, and with external organisations involved in delivering services on our behalf.

The Council may also provide information to third parties, but only where it is necessary, either to comply with the common law or statutory obligation, or where it is permitted under data protection legislation.

Organisations who we may share your information with include:

- Police Scotland.
- DVLA.
- Transport Scotland/Scottish Government.
- Private sector contractors engaged by the Council to undertake LEZ enforcement duties and for the purposes of debt collection.
- Public and Private sector organisations for the purpose of data analytics.

We will only share your information with partners or suppliers who have sufficient measures and procedures in place to protect your information and can meet their legal obligations under data protection legislation. These requirements will be set out in contracts or data sharing agreements.

We will never share your information for marketing purposes, unless you have specifically given us permission to do so

### **How long we keep your information for**

We will not keep your personal for any longer than is necessary, and will dispose of your records in a secure way. In relation to this activity, we hold your personal data for TRA-004-008 , in line with the [Council's Record Retention Schedule](#).

### **Your rights**

You have certain rights under data protection law about how the Council handles and uses your personal data. For example, you have the right to ask us for a copy of any personal data we hold about you. Further information on your rights can be found on the [Council's website](#).

If you have any concerns about how we process your personal data, you can make a complaint to the Council's Data Protection Officer at: [dataprotection.officer@edinburgh.gov.uk](mailto:dataprotection.officer@edinburgh.gov.uk)

For general information on how we process your personal data, please contact the Council's Information Governance Unit at: [information.compliance@edinburgh.gov.uk](mailto:information.compliance@edinburgh.gov.uk)

You can also contact the [UK Information Commissioner's Office](#) for independent advice. They are the body which is responsible for making sure organisations process personal data lawfully and appropriately.

### **The legal basis for processing your information**

The City of Edinburgh Council is the Data Controller for any information we hold about you. Under data protection law, wherever the Council processes personal data, we need to make sure that we have a legal basis for doing so. In relation to this activity, we are processing your personal data as part of our public task under:

- Transport (Scotland) Act 2019 part 2.
- The Low Emission Zones (Scotland) Regulations 2021
- The Low Emission Zones (Emission Standards, Exemptions and Enforcement) Scotland) Regulations 2021

