

Parking Applications

Why we need your information

We need your information to process a range of applications made by members of the public to make sure that we meet our statutory duties to maintain and manage the public highway.

The activities we undertake are in the following areas:

- Processing applications for, and issuing, Residential Parking Permits and Permits for Business, Trades and Retailers parking
- Processing applications for, and issuing, Blue Badges for disabled drivers and passengers
- Processing applications for Disabled Persons' Parking Places
- Processing applications for, and issuing taxicards
- Processing applications for parking suspensions and dispensations

Why you have to provide your information

If you do not provide us with your personal information, we will be unable to meet our statutory duties in respect to managing the public highways.

How we collect information about you

We collect information about you directly on your application form. We will also confirm information with other sources, including the DVLA and the Blue Badge Scheme as necessary, which can include contacting your General Practitioner.

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 personal information to third parties, but only where it is necessary, either to comply with the law or where permitted under data protection legislation.

Organisations who we may share your information with include

- Police Scotland
- DVLA
- NHS Lothian (for Blue Badge applications)
- General Practitioners (for Blue Badge and Taxicard applications)
- Private sector contractors engaged by the Council to undertake related activities
- Transport Scotland (for the Blue Badge Scheme)
- 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 information sharing agreements.

We will not 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-011-009, TRA-011-010 and TRA-011-014, 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

For general information on how we process your personal data, please contact the Council's Information Governance Unit at: 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 under Article 6(1)(e) of the UK GDPR as it is necessary for the performance of our public task under the Road Traffic Regulation Act 1984.

Data Protection Law gives certain types of information special significance because of their sensitivity, such as health information. This is known as special category data. If we process this type of information about you in relation to this activity, we do so on the basis of Article 9(2)(g) of the UK GDPR with a reliance upon Schedule 1, Part 2, Paragraph 6 of the UK Data Protection Act 2018.