

Parking and other enforcement

Why we need your information

We need your information to provide a range of enforcement duties to make sure that we meet our statutory duties to maintain and manage the public highway.

The enforcement we undertake is in the following areas:

- Issuing, collection and pursuing of Penalty Charge Notices (PCN's) issued because of parking contraventions.
- Issuing, collection and pursuing of Bus Lane Charge Notices issued because of infringements into bus lanes during hours of operation

How we collect information about you

We collect vehicle registration mark information about each vehicle which is issued with a penalty charge notice. This information is used to request the name and address of the registered keeper of the vehicle from the DVLA for any unpaid penalty charges. As part of the notice processing procedures, we may collect personal e-mail addresses used to submit penalty charge challenges or appeals. The name and address details of any other driver of the vehicle may also be collected.

We will collect the IP address of the device being used to fill complete the report incorrect parking online form. This is retained as part of the data associated with the form.

IP addresses captured will be managed under the Council's record retention policy and destroyed at the end of the retention period unless, the IP address is associated with an abusive form submission. In those circumstances, the Council may report the abusive content along with the IP address used to send them to Police Scotland or relevant law enforcement authorities.

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
- Private sector contractors engaged by the Council to undertake Parking Attendant 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 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-004-001, TRA-004-002, and 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

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 the processing is necessary the performance of our public task as a road authority.