Privacy Notice for Transport, Parking Management and Registration Scheme for Colchester Campus Parking.

The University of Essex ("We") is committed to protecting and respecting your privacy.

This statement relates to data collected to operate our parking payment and enforcement scheme at our Colchester campus. If you are a member of staff or a student registered with the University we use your data to allow the discounted parking fees to be paid. If you are a visitor then we only use your vehicle registration number to ensure the correct payment and to enforce out terms and conditions for parking on campus.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 2018 (the "Act"), the data controller is the University of Essex, Wivenhoe Park, Colchester, Essex.CO4 3SQ.

Please also see our Parking Privacy Policy.

1. Information we may collect from you
We may collect and process the following data about you:

Information you give us.
You may give us information when you:

- visit our parking portal to register your vehicle,
- complete a paper application to register your vehicle,
- amend or update the details of vehicle (s) you have registered with us or,
- register as a member of staff or as a student on our .info subscription list or other subscribed email lists, to receive email updates about the University,
- enter a competition, promotion or survey,
- report a problem with our service or make a complaint.

When you register your vehicle(s) or complete a travel survey, the information you give us may include your name, address, e-mail address and phone number, along with your vehicle details including make, model, and vehicle registration number plus methods of travel to campus. This maybe either by using the Parking Portal, completing an application form, or by email. We may use information you gave us when you joined the University which is held on our internal database system.

Information we collect about you.
We will use 'identifiable information' provided by you on registration to populate the online parking registration form when you access it. The parking portal, and our parking payment system is used by staff and students and pulls data from our main University software called iTrent. This is data that you have provided when you joined the University. The main University privacy policy can be read here. We also use this information for parking enforcement purposes.

If you are registered, we record each of your visits to our site to administer our discounted parking fees and parking enforcement.   We will automatically collect the following information:

- Vehicle Registration Number (VRN).
- Time of arrival and exit.
- Payment information.
- Contraventions of the rules and regulations for driving, parking and registering for parking.
- The number of parking warnings and parking charge notices (PCN's) the VRN that you have provided has been issued.

2. How we use your information

We use your information to fulfil the contract which is entered into by registering and using the parking facilities on campus. We use information held about you in the following ways:

- To carry out our obligations arising from any contract(s) entered into between you and the University of Essex in relation to parking.

- We use your registration data to ensure to operate a parking enforcement scheme and use mobile close circuit television (CCTV) with automatic number plate recognition (ANPR) software to provide this service.

- Where a vehicle is authorised and eligible, we use your vehicle registration number to allow passage through our barriers on Boundary and Capon Road and access to level 3 of the multi decked car park.

Sharing your information
- We may send your vehicle registration number to the Driver and Vehicle Licensing Agency (DVLA) to obtain Keeper Details for a VRN which is not registered to park to enable us send you a parking warning or parking charge notice.

Retention Times
The University's parking payment solution provider is Flow Pro trading as Parksmart. Parksmart hold data to enable the University to provide discounted parking for owners of registered vehicles and to operate the payment system for our car parks. Parksmart uses your vehicle registration number, your parking registration type and registration expiry date along with payment data.

The University also uses software to manage car park enforcement data which is provided by ParkSmart . We use your registration and payment data to operate a parking enforcement scheme and use mobile close circuit television (CCTV) with automatic number plate recognition (ANPR) software (FlowPro by Parksmart) to provide this service.

The table below states the type of information that is held and data retention times:

Company	Information Type	Retention Time
ParkSmart	Images of vehicles.	90 days unless required as evidence to enforce a parking charge notice and recovery.
ParkSmart	Vehicle movements, including details of violations and debug logs.	12 months unless required as evidence to enforce a parking charge notice and recovery.
ParkSmart	Membership of the discounted parking scheme	Until deleted by the University (or 30 days after expiry, as below) unless required as evidence to enforce a parking charge notice and recovery.
ParkSmart	Expired membership of the discounted parking scheme.	30 days unless required as evidence to enforce a parking charge notice and recovery.
ParkSmart	Banned Vehicles and persistent offender lists	Until deleted by the University to a maximum of 3 years unless required as evidence to enforce a parking charge notice and recovery
ParkSmart and University of Essex	Parking charge notice information; event data, appeal information.	Until deleted by the University to a maximum of 3 years unless required as evidence to enforce a parking charge notice and recovery
University of Essex	Parking Registration Data and back up files.	As per IT Services policy

After these times, ParkSmart will:

- Delete vehicle images.
- Anonymise vehicle movements by removing the vehicle registration number. When anonymised, the VRN will not be shown on reports; however, all other data (entry/exit times, payments, etc.) will still be available.
- Delete contractual memberships which is data of registered vehicles and non-registered vehicles.

Your information will be stored on the University's internal network and access is limited to those staff involved in providing the parking service. We do not share marketing data with any third party.

3. Your rights
You have the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you are member of staff or a student you can also remove yourself from any subscription list via the IT services website.

You can contact the Estate Management Helpdesk in room 6.003, by email (ems-helpdesk@essex.ac.uk) or telephone on 01206 872959.

You can contact our Data Protection Officer by telephone on 01206 874853 or by email (dpo@essex.ac.uk).

4. Accessing Information
You have a right to ask for a copy of the information we hold about you, and you can do that by contacting our Data Protection Officer by email (dpo@essex.ac.uk).

5. Changes to our Privacy Notice
Any changes we may make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

6. Contact
Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to travel@essex.ac.uk.