

Our Commitment to Personal Privacy

Who we are

Advanced Parking Ltd (9433054) is a company registered in England and Wales whose registered office is at 20 Coxon Street, Spondon, Derby DE21 7JG.

Our Data Protection Officer can be contacted by emailing administrator@advancedparking.co.uk or by calling 0333 577 0069.

We operate under the General Data Protection Regulations which took effect in law on 25th May 2018 along with a new Data Protection Act (collectively referred to below as the DPA).

What we do

We provide software services for the parking industry including whitelist portals, parking validation, cashless parking.

Information will be obtained to create and maintain parking permits. Depending on the specific product the following is a list of some of the data that we process and retain.

1. Name
2. Email address
3. Mobile phone number
4. Vehicle Registration Mark (Number Plate)
5. Permit history
6. Last 4 digits of credit card

The Legal Position

This privacy notice includes the following information to help you understand clearly how your data is being used:

Your rights under the DPA are as follows:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Please note that you have the right to request the above, however, when we receive your requests we may object to your request if we do not agree with it. However, if you do make the request we will tell you if the request has been granted or not.

Right of Access

You have the right to submit a Subject Access Request and this can be done via an email request to our DPO. We will need to obtain proof of your identity before providing you with information we hold

about you. You can do so by emailing administrator@advancedparking.co.uk or by calling **0333 577 0069**.

If you require more information about items raised in this notice we would recommend the ICO website, www.ico.org.uk

Our Legitimate Interest for Processing Your Personal Data

The processing is necessary for a contract which has been entered into and there is a legitimate interest to do so.

Your data will be held for sufficient time to enable the provision of parking permit related services and resolve any dispute that may result with a Landowner or Parking Operator. However, your data will not normally be held for longer than 6 years in such circumstances. In some circumstances your data may be held for longer than 6 years. Examples of when we may hold your data for longer are;

- When there is an ongoing dispute which requires us to hold the data for longer than normal.
- Where a court order has been made allowing us to pursue outstanding money after the expiration of 6 years.

Sharing Your Personal Data

Your personal data may be shared for the payment of a parking tariff or charge with: third parties such as recognised Parking Operators, Landowners whose property you have already chosen to use knowing that specific data is required in order to enjoy their services, a payment facilitator, an external software provider, debt recovery companies, solicitors and high court officers/bailiffs where necessary to ensure compliance with your obligations under the contract. We will not transfer your personal data out of the EU.

We will never share or sell your data or use it in any way other than to offer you the services that you specifically have chosen to use.

Changes to Our Privacy Notice

From time to time we may amend the way in which we process personal data. This may lead to changes in how we collect and/or use your personal information. We may amend the terms of this Privacy Policy at any time.

Contact Us

If you have any queries relating to this Privacy Notice, please contact us by e-mail at: administrator@advancedparking.co.uk or call **0333 577 0069**.

SUBJECT ACCESS REQUEST FORM

✓ We aim to reply to your request for information as soon as we can and no later than 28 days from your enquiry.

✓ We believe it is most efficient for us to provide you with as much information as you are entitled to.

✓ You are under no obligation to fill this form out, but it would be useful for us to receive it so that we can more accurately establish your request.

✓ We will then provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

✓ The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

SECTION 1:

Details of the person requesting information

Full name:
Address:
Contact telephone number:
Email address:

SECTION 2:

Are you the data subject?

I am the data subject.

- I enclose proof of my identity;

YES	NO (Go to section 3)
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I am acting on behalf of the Data Subject. I enclose:

- The Data Subject's written authority;
- Their proof of ID and my proof of ID.

YES	NO (Go to section 4)
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SECTION 3:

Please send us a copy (not the original) of the following two items:

Proof of Identity

Passport, photo driving licence, national identity card or birth certificate

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill or HMRC tax document (no more than 1 year old).

SECTION 4:

Please send us a copy (not the original) of the following two items:

Letter of Authority

Dated and signed by the Data Subject Proof of Identity Passport, photo driving licence, national identity card, birth certificate of the Data Subject

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill or HMRC tax document (no more than 1 year old) of the Data Subject

Proof of Identity

Passport, photo driving licence, national identity card or birth certificate of the Third Party acting on behalf of the Data Subject

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill or HMRC tax document (no more than 1 year old) of the Third Party acting on behalf of the Data Subject

SECTION 5:

Please describe the information you are seeking:

SECTION 6:

Information about the collection and processing of data If you want information about any of the following:

Why we are processing your personal data	YES/NO
To whom your personal data is disclosed	YES/NO
The source of your personal data	YES/NO

SECTION 7:

Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Advanced Parking Ltd is true.

I understand that it is necessary for Advanced Parking Ltd to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed
Date

Send the filled and signed Subject Access Request Form and copies of any relevant supporting documents to:

SAR Advanced Parking Ltd

PO Box 1484

Northampton

NN2 1ET