

Road Safety Privacy Notice

Your Data

Your right to privacy is very important to us and we recognise that, when we collect, use, or store your personal data, you should be able to trust us to act in a responsible manner. This Privacy Notice tells you what you can expect when we process your data, and what your rights are.

Who we are

Our team support a number of key services concerning Road Safety within the County Council. We are part of the Communities and Road Safety function which sits within the Highways & Built County business area. For some of the services we provide we may need to collect personal data from you.

Managing personal data

We are responsible for managing the information we hold and we recognise that this information is important to you. We take our responsibilities seriously and use personal information fairly, correctly and safely in line with the legal requirements set out by the General Data Protection Regulations (GDPR). Anyone who receives information from us is also under a legal duty to do the same and has a set of data protection clauses included in their contract.

Any organisations that process personal information on or behalf of Staffordshire County Council, or with whom we share information also has the same legal obligation to comply with GDPR and will have a set of data protection clauses included in their contract or other form of agreement. Because we collect and process personal information about individuals, we are registered as a 'Data Controller' under GDPR.

Our registered address as Data Controller is:

Staffordshire County Council
County Buildings
Martin Street
Stafford
ST16 2DH

How we collect personal data

Your data may be collected directly from you in various ways, including: email, paper, online forms, verbally and via telephone. Data we obtain will be captured and stored in our systems for the purpose(s) specified. On all occasions the lawful basis for processing your data will be via your consent as we provide services to you from your request.

What data we collect and why we collect it

We will use your personal information for a limited number of purposes and always in line with our responsibilities, where there is a legal basis to do so, and in line with your rights under the GDPR. When we collect personal data from you, we will only use it to provide services you have requested or require. We will not collect any personal data from you that we do not need. Functions that the Road Safety Team undertakes which could involve the collection of personal data include:

- **Minibus assessments:** The scheme is for drivers who want to carry passengers on a minibus on behalf of Staffordshire County Council. It is open to any organisation that would like to have their minibus drivers assessed. Personal data we would collect would include your name, address, contact details and driving license number.
- **Speeding concern application:** We are keen to hear from any community that feels it has a problem with speeding. There are a number of measures that can be considered from the siting of a camera or police intervention, to the use of wheelie bin stickers or community speed watch. Personal data we would collect would include your name, address and contact details.
- **Wheelie bin sticker application:** This initiative is used as part of a general awareness raising exercise to highlight to drivers that they are travelling within a 20, 30 or 40 mph residential area. The stickers are used along arterial residential routes where there is a community concern regarding the speed of vehicles travelling through the area. Personal data we would collect would include your name, address and contact details.

Who we share your data with

Where necessary, information may be shared with other organisations and partners that provide services on our behalf. In such cases, the information provided is only the minimum necessary to enable them to provide services to you. These organisations are required to retain your information in a secure manner and only use it to undertake the services they provide to you. Organisations we would share data with are our internal teams, other local authorities and emergency services.

What we will not do with your data

We will only share data when it has been provided with consent as part of an application and will only share with parties who will benefit from the data for a specific and requested purpose. We will not disclose it to anyone unnecessarily.

How long we keep your data for

Data is kept in a secure database or password protected spreadsheet.

- **Minibus assessments:** information supplied will be kept for the duration of the permit.
- **Speeding concern applications:** once the concerns raised have been assessed and considered, the application form will be destroyed.

- Wheelie bin sticker applications: once an application has been processed and the stickers have been distributed if deemed appropriate, the application form will be destroyed.

What are your rights?

Under the GDPR you, as the Data Subject, you have the right to:

- Access the information we hold about you. This information is usually provided free of charge but we may charge depending on the administrative costs of providing the information. You have the right to request this in machine-readable form so that it can, if required, be transferred to a third party.
- Request that we rectify any information about you that is incorrect. Simple inaccuracies, such as address changes will be made. Depending on the purpose for processing, records (including statements and opinions) may not be changed. However, there may be the option for you to provide a supplementary statement which can be added to our records.
- Request that records we hold about you are erased.
- Restrict processing of the information we hold about you if you have an objection to that processing, whilst your objection is investigated.
- Request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required.
- Object to processing of your personal information including automated decision making and profiling.
- Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

How to contact us

Please contact us if you have any questions about our Privacy Notice, information we hold about you, or if you have a complaint about privacy or misuse of personal data:

Email: DPO@staffordshire.gov.uk

Post: Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns/>