

Privacy Notice — Permit Holders of Dew Street Car Park

How your information will be used

1. Upon submitting your permit application to ateb, the personal data provided by you will be used for the following purposes in line with our conditions for use:
 - To assess your eligibility for a permit
 - To request documents to prove your address and vehicle ownership
 - To contact you to provide payment details
 - To issue you with your parking permit number

The lawful basis for this processing is contractual. The processing of your personal data is necessary for ateb to issue a parking permit and for ateb and/or its instructed contractor to monitor compliance with parking rules.

2. The personal data held includes:
 - Vehicle details to include, make, model and registration.
 - Name
 - Address
 - Telephone number (s)
 - Email address
3. We will share your personal information with our instructed car parking Management agent, Parking Eye Limited (company number 05134454), for the purpose of ensuring compliance with the parking permit assigned to you as set out in our conditions of use. Please follow link below for details of Parkin Eye Limited's privacy policy: <https://www.parkingeye.co.uk/privacy-policy/>
4. The only other time we will share personal information without your consent is:
 - If we are legally obliged to do so, e.g., to prevent fraud, crime and disorder.
5. Ateb will not transfer the personal data you have provided outside of the UK or EU unless this is permitted in accordance with the Data Protection Act 2018.
6. The permit year runs from 1 January to 31 December (permits may be issued later than 1 January). Personal data of permit holders will be destroyed after two years. The two-year retention begins from the day the permit is processed.

7. If we make a significant change to this privacy notice we will take reasonable steps to inform you of this change.

Your rights

8. Under the General Data Protection Regulation (GDPR UK) and The Data Protection Act 2018 (DPA) you have several rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
9. Unless exceptional circumstances apply any subject access and data requests will be provided electronically. We reserve the right to charge an administrative fee for providing hard copies. Identification will also be requested as a security measure to confirm your identity.
10. If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
11. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of data protection law regarding your personal data.

Identity and contact details of controller and data protection officer

12. ateb Group Limited is the controller and processor of data for the purposes of data protection law.
13. If you have any concerns as to how your data is processed, you can contact:

Ceri Morgan
Meyler House
St Thomas' Green
Haverfordwest
SA61 1QP

01437 763 688
mydata@atebgroup.co.uk
www.atebgroup.co.uk