

Privacy Notice: How the University of Surrey handles your personal data for parking on campus

The University of Surrey is registered as a controller with the Information Commissioner's Office (our notification number is Z6346945) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, who can be contacted via dataprotection@surrey.ac.uk.

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of Surrey.

We collect personal data provided by you through a third- party parking management system provided by Parkingeye Ltd. Please see their privacy notice at [Privacy Policy - Parking Eye Solutions](#)

Their system is known as Parkingeye. Using the Parkingeye portal enables you to make an application online.

It enables us to:

- process your application.
- make an informed decision on the information you have provided for the purpose of approving or rejecting your application; and
- manage your parking.

What information do we collect from you?

We collect your name, the address (in which you reside) along with your vehicle details for all applications so that we can manage our parking facilities. This helps us to determine if an application falls within the parking exclusion zone and enables us to prioritise who should be granted access to a limited number of parking spaces that the University has. It helps to ensure that all vehicles using our parking facilities are authorised to do so.

The Parkingeye system is not integrated with the University's HR or student data systems so evidence of your residential address details is requested in support of your application via the Parking Management System.

In some cases we may require evidence of why you need to park on campus or why you need to park in a specific location. In order to consider parking on "special grounds" we require you to seek the approval of your Line Manager, who will need to endorse your application. We do not seek the detail specifically and rely on your Line Manager to confirm the need for parking due to:

- Medical grounds
- Childcare
- Caring responsibility
- On placement

We do not require nor collect any special category data from you.

We analyse geographic/demographic/and other information relating to you from publicly available sources, such as Google Maps. This enables us to review the viability of journeys to campus by means other than by car.

Automated number plate recognition (ANPR) cameras and handheld parking enforcement equipment operated by University of Surrey Campus Safety Officers will be used to collect vehicle registration details. Campus Safety Officers patrol the campus and can issue Penalty Charge Notices to vehicles parked outside of approved car parks or in dangerous positions. This data will be processed against all approved vehicle registrations on the Parkingeye permit management system to enable us to enforce our Traffic Regulations.

Why do we collect this information?

The University is obliged by the local Borough Council to operate an exclusion zone to restrict parking for those living within Guildford. This means that the University has an obligation to provide parking only for those residing outside the exclusion zone (excepting where applications made on special grounds meet the medical/caring/childcare/placement criteria) and a legitimate interest in providing parking only to those who are current members of the University due to the limited availability of parking spaces.

When we receive your application, it is assessed against a range of criteria determined by the University of Surrey.

We retain the information you have given us to provide you with access to our limited parking facilities (once approved) and to manage these facilities on an ongoing basis.

What is our lawful basis for processing?

We process your data to meet our legal requirements, specifically because of the parking constraints placed upon us by Guildford Borough Council.

We also process your data in our legitimate interests to manage the University's car parking facilities. These legitimate interests are determined through an assessment made by weighing up our requirements against the impact of the processing on you. Our legitimate interests will never override your right to privacy and the freedoms that require the protection of your personal data. If you are interested in learning more about this legitimate interest assessment, please contact dataprotection@surrey.ac.uk

We also process data to meet our contractual duties to you and provide you with a reasonable expectation that parking will be available to you if you have purchased parking as laid out in our contract with you.

How long do we keep your information?

We keep this information for three years.

Who do we share your information with?

All parking data is held on the Parkingeye parking management system hosted on UK servers. For more information about the company see their website [Expert Parking Solutions | Parkingeye](#)

The University of Surrey may share data with certain Regulatory Bodies and Enforcement Agencies (such as the police) in circumstances where there is a legal basis and authority to do so.

What rights do you have in relation to the way we process your data?

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject on the University's webpage.

You have the right to:

- withdraw your consent for us to process your personal data
- to ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplementary information about the processing.
- request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete
- to have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University's webpage
- to restrict the processing of your personal data in certain ways
 - to obtain your personal data for reuse
- to object to certain processing of your personal data

To exercise any of these rights, please contact dataprotection@surrey.ac.uk.

You also have the right to complain independently to the Information Commissioner's Office about the way in which we process your personal data, if you are not satisfied with our response to your concerns.