



ADUR & WORTHING  
COUNCILS

# Window Cleaner Parking Badge Privacy Notice

## What this Privacy Notice covers

Adur & Worthing Councils are the data controllers (referred to in this notice as “we” or “us”) of your personal data for the purposes of applicable data protection legislation.

Adur & Worthing Councils Data Protection Officer can be contacted at:

[data.protection@adur-worthing.gov.uk](mailto:data.protection@adur-worthing.gov.uk)

Adur & Worthing Councils,  
Worthing Town Hall,  
Chapel Road,  
Worthing,  
West Sussex,  
BN11 1HA

We are committed to doing the right thing when it comes to how we collect, use and protect your personal data. This privacy notice:

- explains how and why we collect and use your personal data
- sets out the types of personal data that we collect
- explains when and why we will share personal data and with other organisations
- explains the rights and choices you have when it comes to your personal data

## Why we need your personal data

The purpose of processing your personal data is to administer the Council’s Window Cleaner parking Badge application administration.

We are relying on GDPR Article 6(1)(b) & (e) as the lawful basis for processing in accordance with West Sussex County Council (Worthing) (Parking Places & Traffic Regulation) Consolidation Order 2007 as amended and the West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009n as amended.

## What we collect and how it is used

Your name, address, contact details and vehicle details are collected and held and used for the purpose of administering the window cleaners parking badge.

Your personal data may be converted (‘anonymised’) into statistical or aggregated data in such a way as to ensure that you are not identified or identified from it. Aggregated data can’t, by definition, be linked back to you as an individual. This data

might be used to conduct research and analysis, including to prepare statistical research and reports

We may share personal data with other organisations in the following circumstances:

- For law enforcement, regulation and licensing, criminal prosecutions and court proceedings
- if we need to share personal data in order to establish, exercise or defend our legal rights (this includes providing personal data to others for the purposes of the prevention and detection of fraud).

### **How long the information kept for?**

We keep your personal data for one year.

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary.

### **Yours rights**

You have certain rights under UK data protection legislation, including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

### **How to contact us**

If you would like to discuss anything in this privacy notice, please contact:

- the Parking Services Team on 01903 239999  
or [parking.comments@adur-worthing.gov.uk](mailto:parking.comments@adur-worthing.gov.uk)