



Northern Ireland
Assembly

Upper Car Park Privacy Notice

May 2018 – V 1.0

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Data Controller Name: Northern Ireland Assembly Commission. Address: Parliament Buildings, Ballymiscaw, Stormont, Belfast, BT4 3XX. Telephone: (028) 90 521137. Information Standards Officer: Martina Dalton. Email: martina.dalton@niassembly.gov.uk Tel: (028) 90521147.

1.0 Introduction.

The purpose of the Upper Car Park System is two-fold:

- (1) to ensure that only those drivers and vehicles that are entitled to have regular Upper Car Park access can do so;
- (2) and as a means to permit vehicles and drivers short-term, drop-off, or one-off access.

The Upper Car Parks are limited in size and therefore require a level of management in their operation. The Northern Ireland Assembly Commission (NIAC) have agreed an Upper Car Park Policy which sets out restrictions that are in place to ensure that the resource is fully and properly utilised.

2.0 The lawful basis for processing personal data.

The lawful basis for processing this data is deemed necessary for the administration of justice, or for exercising statutory, governmental, or other public functions.

All personal data obtained by virtue of managing the Upper Car Parks, shall be processed in accordance with the data protection principles.

3.0 From where do we capture your personal data?

- (1) The Upper Car Park Permit form captures the following information from the applicant or the sponsoring business area: Surname, forename, Party/Department, position, office address, telephone number, Email address, vehicle model, colour, and registration.

For the issuing of medical permits an application is made to Human Resources. If they are content, HR forward an Application on Medical Grounds Authorisation Form to Usher Services administration containing the name, branch/party, date of application, date of HR approval, expiry date, and name of authoriser. No details of the reason for the request are forwarded to Usher Services.

- (2) To assist in the delivery of Parliamentary business, it is often necessary to provide short term access to the Upper Car parks, for reasons that are not specifically stated in the NIAC's Upper Car Park Policy.

The Upper Car Park Access Request System captures the reason for the request; email address; Department/Party; vehicle registration number, make, type, colour and driver name; the date and time required, the type of permit (Drop-off, official disability badge, 1hr, 3hrs, day pass etc...); and any notes to assist the authoriser (passenger names or any special access assistance that may be required etc).

4.0 Do we share your personal data?

Personal information is not automatically shared with other business areas, or organisations.

It is intended, unless otherwise required by law, to safeguard all individuals' rights to privacy.

5.0 Do we transfer your personal data to other countries?

Personal data is not transferred to other countries.

6.0 How long do we keep your personal data?

Personal Data is retained until there is no longer a requirement for a permit to be issued or three months following completed Short Term access.

- (1) This data is removed from the system when a permit is no longer valid or at the end of a Mandate, when a fresh application is made.
- (2) Following a period of three months, the details of the access request are automatically removed from the Upper Car Park Access Request system.

7.0 What rights do I have?

- You have the right to obtain confirmation that your data is being processed and access to your personal data.
- You are entitled to have personal data rectified if it is inaccurate or incomplete.
- You have a right to have personal data erased and to prevent processing, in specific circumstances.
- You have the right to 'block' or suppress processing of personal data, in specific circumstances.
- You have the right to data portability, in specific circumstances.

8.0 How do I make a complaint in relation to my personal data?

The Northern Ireland Assembly Commission's Information Standards Officer may be contacted at the following address:

The Information Standards Officer,
Parliament Buildings,
Ballymiscaw,
Stormont,
Belfast
BT4 3XX

Telephone: (028) 90 521137

Email: martina.dalton@niassembly.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us>