

## **Hertsmere Borough Council's Electric Vehicle charging point survey privacy notice.**

This privacy notice explains how Hertsmere Borough Council (the 'Controller') will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information. It is important that you read this privacy notice together with our website corporate privacy notice which contains more detailed information about our data processing and can be accessed at:

<https://www.hertsmere.gov.uk/Documents/11-Your-Council/Official-Publications--Guides--Policies/HBC-Corporate-Privacy-Notice.pdf>

What information do we collect about you?

- Name, Address and contact details
- Vehicle ownership details
- Parking space ownership

### **How will we use the information about you?**

The Council's purpose in collecting the information on the online survey form is to enable it to assess the viability of and demand for the introduction in the borough of an EV charging point service. We may only process the information for the purpose of this survey with your consent under the terms of GDPR Article 6(1) (a). Your personal data may be shared with the Council's Street Scene Department, Hertfordshire County Council, Highways England, private and central/ local government grant funding bodies.

### Withdrawal of consent for us to process your personal data

If you wish to wish to withdraw your consent for the Council to process your personal data you can do so by emailing your request to the Data Protection Officer, email: [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk)

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Retention policy. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it.

### **Security and Location of Data**

We will ensure that all personal information is kept securely on servers hosted in the UK or EEA.

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment which is continually monitored and tested.

### **Accuracy of Personal Data (Article 5(1) (d))**

“Personal data must be accurate and, where necessary kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.”

You have a right to request information about you be corrected. Please contact the team on [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk)

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk).

You have a right to request erasure, rectification or restriction where you have provided the Council information under on the lawful basis of consent (Article 6(1) (a)). You may also withdraw your consent to the Council processing the information you have provided to us under this lawful basis. Please contact [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk) in the first instance.

### **Notification of changes**

From time to time it will be necessary to update this Privacy Policy. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

### **Data Protection Officer**

You can contact them by emailing [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk) or calling 020 8207 2277.