

## **The Unity Partnership – Highway Service Privacy Notice**

**Date and Version (22 May 2018 – v1)**

### **What this privacy notice is for**

Our core data protection obligations and commitments are set out in [The Unity Partnership's primary privacy notice](#).

This privacy notice provides additional privacy information for:

- Highways, and
- Highways Enforcement.

### **Updating our privacy notices**

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details.

### **What we use your information for**

We collect or obtain your personal information for the following purposes:

- To update you on your service request;
- To contact you in relation to issues of highway enforcement;
- To serve notice in accordance with Highway Legislation e.g. Highways Act 1980 NRSWA 1991.

### **What categories of personal information we use**

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity.

This information consists of:

- Racial or ethnic origin;
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes, we collect and obtain the following personal information.

Category of Personal Data	Special/Sensitive
Personal details (e.g. name, address, contact details)	No

### Legal basis for processing

The legal basis for processing and or sharing your personal information is dependent on what we use your information for, these may include, but are not limited to:

- Public task: the process is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law;
- Public task: the processing is necessary to comply with our legal obligations in relation to highway legislation.

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (e.g. ensuring the highway is free from obstruction).

### Information sharing/recipients

We may share personal aggregated data for statistical purposes with the following:

- HMRC

As well as information collected directly from you, we also obtain or receive information from:

- Land Registry.

### Data Transfers beyond the European Economic Area (EEA)

We do not transfer any of your personal information outside the EEA.

### Automated Decisions

All the decisions we make about you involve human intervention.

### How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

In accordance with the Code of Practice for Maintenance Management (Delivering Best Value in Highways Maintenance) we will review the information held every 5 years and remove as necessary.

### Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by The Unity Partnership can be found [here](#)