



DATA SUBJECT ACCESS REQUEST FORM

The Data Protection Act 2018 grants you the right to access your personal data held by Parking Partners (Management Services) Ltd ("PPL"). This includes:

- The right to obtain confirmation that we process your personal data.
- The right to receive certain information about the processing of your personal data. This is information about the purposes for the processing, the categories of data concerned, the recipients or categories of recipients, where possible the period for which we store the data and any information about the source of the data where this is not direct from you. Where relevant this also includes information about automated decision-making and international transfers.
- The right to obtain a copy of the personal data we process.

For us to respond to your request, we ask that you submit this request electronically via email to enquiry@parking-partners.co.uk or in writing by post to Audley House, 13 Palace Street, Victoria, SW1E 5HX.

We expect to respond to your request within one month of receipt of a valid request and any additional information we ask you for. Please note that you do not have to use this form but using this form should make it easier for you to check you have provided us with all relevant information, including proof of identity, and will make it easier for us to process your request.

In addition to exercising your access right, you have the right to:

- Request correction or erasure of your personal data.
- Restrict or object to certain types of data processing.
- Make a complaint to us ([here](#)) and to the ICO (see ico.org.uk).

For more information on your rights, follow this link to [PPL's Privacy Policy](#).

1. REQUESTER NAME (DATA SUBJECT) AND CONTACT INFORMATION

- 1.1 Please provide the data subject's information in the space provided below. If you are making this request on the data subject's behalf, you should provide your name and contact information in Section 3.
- 1.2 We will only use the information you provide on this form to identify the data subject and the personal data you are requesting access to, to respond to your request and to keep a record of your request and our response.

Details	
First and last name:	
Any other names that you have been known by (including nicknames and previous surnames):	
Home address:	
Telephone number:	

Email address:	
Are you a current or former employee of PPL?	
If so, please provide your employee identification number (if known) and your approximate dates of employment:	
Please provide other unique identifiers or related information to help us locate your personal data (for example, the location of the PPL managed car park and, where relevant, your vehicle registration number):	

1.3 Please note that we may require proof of the data subject's identity before we can respond to your access request. We will be in touch following receipt of your request to confirm if this is the case.

2. REQUESTS MADE ON A DATA SUBJECT'S BEHALF

2.1 Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

Details	
First and last name:	
Home address:	
Telephone number:	
Email address:	
What is your relationship to the data subject (for example, solicitor, other adviser, parent, carer)?	
Do you have legal authority to request the data subject's information? Please enclose proof of such authority (see section 2.2 below).	
If the data subject is under 13, do you have parental authority to act for them? Please enclose evidence of parental responsibility.	

2.2 We accept a copy of the following as proof of your legal authority to act on the data subject's behalf:

- (a) A written consent/letter of authority signed by the data subject.
- (b) A certified copy of a power of attorney.
- (c) Evidence of parental responsibility.

3. INFORMATION REQUESTED

3.1 To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to in the box below. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data. For example, you may specify that you are seeking:

- (a) Employment records or personnel records.
- (b) Pensions or other benefit records.
- (c) Personal data held by a specific department within PPL.
- (d) Medical records.
- (e) Email or other electronic communications (specify the communication platform(s), approximate dates, times and correspondents).
- (f) Billing information.
- (g) Photographs.
- (h) Video footage (please note that, where available, CCTV footage is held by PPL for a period of 30 days only. Any footage requested beyond this time limit will not be available).
- (i) User activity logs (availability subject to car park equipment capacity).
- (j) Transaction histories (availability subject to car park equipment capacity).

Details of the personal data you are requesting access to:

3.2 We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search.

4. OUR RESPONSE

- 4.1 We will begin processing your access request as soon as we have all the information we need to locate your personal data. We will conduct a reasonable and proportionate search for the personal data and information covered by your request.
- 4.2 In response to your request, we will provide you with the information we are required to provide, including information on:
- (a) The purposes of processing.
 - (b) Categories of personal data processed.
 - (c) Recipients or categories of recipients who receive personal data from us.
 - (d) How long we store the personal data, or the criteria we use to determine retention periods.
 - (e) Any available information on the source of the personal data if we do not collect it directly from you.
 - (f) Whether we use automated decision-making, including profiling, meaningful information about the auto-decision logic used, and the significance and consequences of this processing.
 - (g) Your right to:
 - (i) request correction or erasure of your personal data;
 - (ii) restrict or object to certain types of processing with respect to your personal data; and
 - (iii) make a complaint to us and to the Information Commissioner's Office.
- 4.3 If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, consider if it is otherwise reasonable to provide it to you or redact the third parties' personal data before responding. However, please note that in some cases, we may be unable to provide you with access to your personal data because disclosure would infringe the rights and freedoms of third parties.
- 4.4 Applicable law may allow or require us to refuse to provide you with access to some or all the personal data that we hold about you, or we may have destroyed, erased or made your personal data anonymous in accordance with our record-retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Signature and acknowledgement

I confirm that the information provided in this form is correct and that I am either the individual to whom the request relates or am duly authorised to make this request on that individual's behalf (as applicable). I understand that:

- PPL may need to contact me again for further information (such as proof of identity or to clarify the request).
- PPL may not be able to respond to the request if PPL does not receive all of the required information to process the request.
- The data subject is entitled to one free copy of the personal data requested, and for any further copies requested, PPL may charge a reasonable fee based on administrative costs.

Please provide the email address you would like PPL to send the personal data you are requesting access to:

..... (Email address)

If you would like PPL to share the personal data you are requesting in a different, commonly used format, please specify this for us to consider:

..... (other commonly used format)

.....

Name

.....

Signature

.....

Date