

# Highways (Major Infrastructure Projects) Privacy Notice

version 1.0

## Changes to this notice

We keep this privacy notice under regular review and we will place any updates on this web page. This Notice was last updated on 22 Feb 2024.

This privacy notice applies the Highways (Major Infrastructure Projects) provided by Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#) and the [Highways Privacy Notice](#).

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

## Purpose for processing

The services process personal data in order to administer Highways Major and Minor Infrastructure Delivery services either directly or jointly with partners and commissioned private and third sector providers. This includes:

- To enable us to meet all legal and statutory functions under the Highways Act 1980
- To manage highways infrastructure projects
- To enable the design and delivery of schemes
- To support activities to develop transport projects
- To inform you of any updates / outcomes to your enquiry via telephone, email, letter, PEM
- Inviting people to respond to consultations on new or improved highways infrastructure projects
- Recording and publishing consultation responses

## Personal data collected and lawful basis

The service processes personal data which is relevant to individual cases which may include, but is not limited to, the following personal data:

- Your name
- Your address
- Your telephone number(s)
- Your email address
- Signatures

- Any other personal information that an individual or organisation may provide to us within their comments or representations during the consultation process

The legal bases for processing this personal data are:

- It is necessary for the performance of a task carried out in the public interest. This includes tasks under the:
  - Local Government Act 2000
  - Highways Act (HA) 1980
  - New Roads and Streetworks Act (NRSWA) 1991
  - Town and Country Planning Act 1990
  - Local Transport Act 2008
  - Growth and Infrastructure Act 2013
  - Environmental Protection Act 1990

## **Who we may share your information with**

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant to the individual and/or their care provision. These include but are not limited to:

- Other service areas across the Council
- Contractors or Agents, including Ringway
- Elected Councillors
- MPs
- District Councils, Town Councils and Parish Councils in Worcestershire
- Highways England
- Network Rail

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

## **How long we will hold your information**

The standard retention period for consultations is 6 years from when it closed. However, there are also a range of other retention periods affecting different types of information and service needs and these range from 10 years for small highways schemes to permanent retention depending on the type of information and service. More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact us at [Majorprojects@worcestershire.gov.uk](mailto:Majorprojects@worcestershire.gov.uk) to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.