TEMPLATE

General Data Protection Regulations (GDPR) Privacy Notice
Highways England

Highways England have fully committed to adherence of the General Data Protection Regulations (GDPR) following implementation on the 25th May 2018. In relation to our collection and processing of personal data, please see the below information.

Section 1 – Collection of Data

1. Highways England will be the data controller and the contact details for the company are:
    a. **Data Protection Officer**: Graham Woodhouse
    b. **E-mail**: DataProtectionAdvice@highwaysengland.co.uk

2. The data is being collected for contractors who require approval to Baseline Personnel Security Standard (BPSS) so they can have full access to Highways England's IT systems and/or unescorted access to our offices and Regional Control Centres (RCCs). Keeping the data on file is confirmation that they have undergone the relevant checks and met the BPSS requirements.

3. Collected data will stored within secure electronic records management systems, with the system being dependant on the nature of information. The system used by Highways England is "Share". No information will be stored by third party suppliers.

4. Although Highways England is able to use legal powers under to allow us to collect this data, we prefer to seek and obtain agreement before resorting to these methods. The legal authority we have to do this is provided under: HMG Baseline Personnel Security Standard issued by the Cabinet Office

Section 2 – Processing of data

In addition to the information referred to in section 1, at the point of collection we will, at the time when personal data are obtained, provide you with the following further information necessary to ensure fair and transparent processing:

1. The personal data will be stored for a duration of 5 years from the date of BPSS approval

2. Under GDPR you have rights to request information from the company:
    a. Right of access to the data (Subject Access Request)
    b. Right for the rectification of errors
    c. Right to erasure of personal data – not an absolute right
    d. Right to restrict of processing or to object to processing
    e. the right to data portability;
3. If the processing is based on receiving the consent of the data subject then we have to inform the data subject that they have the right to withdraw their consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
    a. If your consent is withdrawn, Highways England would still be able to collect and process data under the legal powers endowed through the: HMG Baseline Personnel Security Standard issued by the Cabinet Office
4. You have the right to lodge a complaint with a supervisory authority (in the UK that is the Information Commissioners Office)

5. The provision of this personal data is a statutory requirement and you are obliged to provide this information for this requirement to be fulfilled.
6. If we are to process the personal data we hold for a purpose other than that for which it was originally collected then we will provide the you with information on what that other purpose is prior to that further processing taking place. The extra information will include any relevant further information as referred to above including the right to object to that further processing.