

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: Designing for cycle traffic e-learning

3) The data processors, working on behalf of Highways England in relation to this will be:

Atkins Limited

4) Collected data will stored within secure electronic records management systems, with the system being dependent on the nature of information.

5) Information stored by third parties will be held on the following systems:

User registration information is stored in a database connected to the website. The database will store the following information for a user registration:

- Name
- Email
- Organisation
- Job Title
- Password (encrypted in the database)

Access to the database is only available to e-learning system backend for purposes of user registration and login and to e-learning system administrators for purposes of maintenance and support.

User credentials are transmitted to the e-learning system via an encrypted https connection.

The e-learning system is hosted on a Virtual machine provided by <https://digitalocean.com>

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 until your claim to compensation has been resolved.
- 2) Under GDPR you have rights to request information from the company
 - Right of access to the data (Subject Access Request)
 - Right for the rectification of errors
 - Right to erasure of personal data – not an absolute right
 - Right to restrict of processing or to object to processing
 - the right to data portability;
- 3) As 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.
- 4) You have the right to lodge a complaint with a supervisory authority (in the UK that is the Information Commissioners Office)
- 5) 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.

Please contact [Data Protection Advice](#) for proofing and approval of your Privacy Notice before issuing this.