

SCHEDULE 15

Data Descriptions

This Schedule sets out the details of the Personal Data to be Processed by the Service Provider and the purposes of such Processing.

1. Data Subjects

1.1 The Personal Data to be Processed by the Service Provider (if any) concerns the following categories of Data Subjects:

- (A) Customers;
- (B) Registered Keeper/Person Liable; and
- (C) relatives or guardians or professional representatives of TfL Customers.

2. Categories of Data

2.1 The Personal Data to be Processed concerns the following categories of Data:

- (A) name;
- (B) address, including post code and country;
- (C) bank account details;
- (D) credit card details (these also are required to meet PCI controls);
- (E) Vehicle Registration Mark;
- (F) image of Vehicle and location and time of Contravention;
- (G) expressions of opinion;
- (H) audio recordings;
- (I) telephone number;
- (J) email address; and
- (K) contact and marketing preferences.

3. Purposes of the Processing

3.1 The Personal Data is to be Processed for the following purposes:

- (A) to only provide the Services as specified in this Agreement on behalf of TfL, including:
 - (1) to maintain operational account information for Customers;

- (2) to compare Detection Events with Customer account registrations for the purposes of customer billing; and
- (3) to pursue Penalty Charges in respect of Contravention Types as further set out at Schedule 2 (*Statements of Requirements (Enforcement Operations)*) of this Agreement and including the legislation referred to in Appendix 5 (*Legislation Guidance*).

4. Manner of Processing

4.1 The Personal Data is to be Processed in the following manner:

- (A) Personal Data may be Processed electronically and manually and:
 - (1) by telephone;
 - (2) by post;
 - (3) by email; and/or
 - (4) by facsimile.

5. Sensitive Personal Data

5.1 The Personal Data concerns the following categories of Sensitive Personal Data (if any):

- (A) any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings;
- (B) Road Traffic Contraventions only; and
- (C) details of specific physical or mental health condition(s).

6. Recipients

6.1 The Personal Data may only be disclosed to the following recipients or categories of recipients within the Service Provider's organisation:

those employees (permanent or temporary) of the Service Provider who require access to such Personal Data in order to deliver the specified Service.

7. Onward Transfers

7.1 The Personal Data may only be shared with the following recipients or categories of recipients outside the Service Provider's organisation:

- (A) the Service Provider may share Personal Data with the Sub-Contractors or third parties specified below as required for the delivery of the specified service, which may include:

- (1) Bailiff companies appointed by TfL to recover non-payment of fines;
- (2) the Parking and Traffic Appeals Service (PATAS);
- (3) Service Provider(s) appointed by TfL for the purpose of European debt recovery services;
- (4) TfL operations and contract management Personnel;
- (5) TfL marketing and communications team;
- (6) Other Service Providers and Third Parties nominated by TfL;
- (7) scan and print partner (third party service provider) (if applicable):
and
- (8) other Sub-Contractors appointed by the Service Provider (with the agreement of TfL) to deliver aspects of the Services.