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| University of Chichester |
| Car Parking Regulations |
| Terms and conditions for use of on-campus and off-campus car parks |

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| Version No.: V13.0Effective Date: April 2023 |

# Introduction

The University of Chichester (The University) has approximately 850 parking spaces situated at its main campuses at Bishop Otter and Bognor Regis, to satisfy a population of around 7000 students and staff, and visitors.

Demand for car park spaces exceeds the spaces available, which is particularly acute during term time. Therefore, parking controls and restrictions are implemented to ensure the efficient and effective operation of the University, equity of access and fairness.

The University operates an ANPR (automatic number plate recognition) system for students, staff and visitors, this is a cashless permit system for those eligible.

Visitor parking is available at each campus where a charge will apply, either directly to the visitor using a pay by phone option or by recharging faculties and departments if a visitor permit is issued.

The following rules and instructions must be followed by all staff, students and those visiting the University.

Where staff or students commit an offence in breach of these regulations, depending on the severity of the offence the matter may be reported to Director of Estates and Facilities who will determine what action shall be taken. This may include withdrawal of permission to bring a vehicle onto the University grounds or instigating an investigation that may result in disciplinary action, in accordance with the University’s rules and regulations for students or staff.

## Period of Operation of the Regulations

These regulations come into effect in April 2023 and continue to operate throughout the whole of the calendar year. The regulations remain in operation year-on-year, and any variation to the regulations will be published not less than 4 weeks prior to the implementation of the variation.

## Management of the car parks

The Director of Estates and Facilities has delegated authority for the control and management of all vehicles using the University grounds. This authority includes the implementation of these regulations. Responsibility for the day to day management of the car parks is delegated to the Head of Campus and Residential Services who is supported by the Travel Plan Coordinator. Contact details are included in Appendix B.

## Liability

Motor Vehicles are brought onto the University grounds at the owner’s risk and the University undertakes no responsibility for their safety or security. The use of the car parks is permitted subject to compliance with these regulations. The car parks are for the use of members of the University and bona fide visitors having business with the University, and may be used by others as agreed by or on behalf of the Director of Estates and Facilities. The University is not responsible for the loss or damage of property arising from bringing a motor vehicle into the grounds beyond the normal legal liability for acts and omissions of its employees, and whilst it endeavours to enforce these regulations it is not liable for failure to do so.

## Right to enter the University grounds

The University campuses are private property and the University reserves the right to refuse entry onto the grounds to any person, or any vehicle, at its sole discretion. The University is not obliged to provide any reason for refusal to allow access to the grounds.

## Vehicles permitted to park on campus

Motor vehicles, motor bikes and cycles are permitted to park on the campus subject to satisfying all the terms and conditions within these regulations.

Camper vans, trailers, caravans, etc. are not permitted to park on campus without the express permission of the Travel Plan Coordinator.

## Availability of car parking spaces

The University does not guarantee a parking space or confer rights other than to park temporarily in a designated car park or other authorised area in accordance with these regulations, if space is available.

## Speed Restrictions

Speed restrictions are in place throughout the site; these must be followed for the safety of everyone. Failure to comply with the speed limits could result in a removal of parking privileges.

## When charges will apply

###  Use of University campus car parks is chargeable 24 hours a day, 7 days a week with variable rates between peak and off-peak hours.; Charges are listed in Appendix A.

## Where to park

All cars must be parked within the designated car park areas. All vehicles must be parked within the defined bays where they are marked or, in unmarked car parks in a position such that the vehicle does not cause an obstruction to other users.

Disabled bays are clearly marked and are reserved for the exclusive use of blue badge holders or for those with a temporary special permit (refer to 2.4.3). Any other vehicle parking in a disabled bay will be liable to an enforcement notice and is likely to be towed away.

Blue badge holders may use the disabled parking bays or any other bays within the car parks that may be available. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

## Grace Period

The University operates a grace period of 20 minutes, after which published tariffs apply to all staff, students and visitors.

## Motorcycle Parking

There are approximately 3 motorcycle parking spaces at Bishop Otter, 3 at Bognor Regis and 3 at Stockbridge Student Village. There is no charge for motorcycles parked in these designated spaces.

## Enforcement of the Regulations

The University employs a registered external agent to enforce the car parking regulations on the University owned land and to collect all penalty charges that are due.

The company contracted to enforce the regulations is detailed in Appendix B.

## Impact of car use in the local community

The high number of car journeys to and from the University’s campuses has a significant impact on the local community and the global environment. Data suggests that carbon emissions from our staff and students commuting make up about 40% of our total emissions, much higher than those from our electricity and gas usage. In the UK, the transport sector is now responsible for emitting more greenhouse gases than any other sector, including electricity production and agriculture. Globally, transport accounts for around a quarter of carbon dioxide emissions, heating up our planet and causing climate change.

This is just one aspect of car use. Inconsiderate and indiscriminate parking on roads surrounding the campuses causes local residents’ inconvenience, disturbance and anxiety.  Many of the neighbouring roads are narrow and when congested with parked cars can be difficult to pass especially for emergency vehicles.

Walking to University is a great way to stay active and prevent various health conditions, such as heart disease and high blood pressure. Walking just 30 minutes a day can burn over 149 calories. If you live too far away to walk, cycling is another option. Numerous studies have shown that riding a bike or walking is a great way of reducing stress and will save money spent on fuel and car parking.

## Ring fencing income from car park charges

All income generated from car park charges is ring fenced to support the management and operation the University’s car parks, supporting environmentally sustainable forms of transport such as the University intercampus bus service, and other environmental initiatives**.**

# Staff Parking

## Authorisation to bring a car onto campus

Bona fide members of staff will be eligible to park on campus. Generally, this shall mean all employees of the University, University Governors and others authorised by the University.

Any other groups who provide services to or interact with the University on a “one off” or irregular basis will be treated as a visitor for the purposes of these regulations.

## 20 minute parking bays

At least one 20 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 20 minutes with no return within 4 hours.

## Full Time Staff - Daily Good to Go

Staff may must apply to pay for parking using the Good to Go scheme by following this [link](https://www.cpppermitsystem.co.uk/universityofchichester/login.php). Once approved, staff will be directed to a payment portal to set up a payment plan. A higher charge applies to senior staff using the restricted car parking areas at either campus.

Senior staff requesting access to the University House car park should request access from the Director of Estates and Facilities.

### Part Time Staff only

Staff who work part time can pay for parking pro rata according to their contracted hours. To apply to park, part time staff should follow this [link](https://www.cpppermitsystem.co.uk/universityofchichester/login.php). Payments for parking for part time staff will be by monthly salary deduction. The pro rata payment will commence on the 1st of any month, and will remain valid until cancelled by the staff member or the University. The cancellation can only take effect at the end of a calendar month and is subject to the return of the permit.

### Disabled Permit Holders

Staff who hold a valid blue badge must apply to park via this [link](https://www.cpppermitsystem.co.uk/universityofchichester/login.php) in order to park on campus.

Blue badge holders may use the disabled parking bays or any other bays within the car parks that may be available. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

### Car Share

The University operates a car share scheme, for further information on car share, contact the Travel Plan Coordinator via travelplan@chi.ac.uk.

### Special Permits

In exceptional circumstances a temporary ‘disabled’ application may be issued to a member of staff who does not hold a blue badge but has a medical problem that warrants special consideration. For more information, contact the Travel Plan Coordinator via travelplan@chi.ac.uk.

# Student Parking

## Authorisation to bring a car onto campus

Bona fide students who are registered on one of the University’s courses will be eligible to park on campus, subject to the restrictions detailed below.

## Restrictions

Generally, students who live on campus are not eligible to park a car on campus. However, students living at Havenstoke may apply for a resident car parking permit. The charge for a permit is shown in Appendix A.

Students living within 1.5 miles of their main campus are not eligible to obtain a campus parking permit unless special permission has been provided (see section 2.4.3).

There is no student parking available at Fishbourne or Stockbridge Student Village.

## On campus parking

Parking overnight is discouraged. The cost to park overnight is shown in Appendix A.

## 20 minute parking bays

At least one 20 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 20 minutes with no return within 4 hours.

### Resident parking permits (Havenstoke)

A limited number of Resident Permits may be available for dedicated car parking spaces at the above off-campus residence. Priority for these permits will be given to those students resident at Havenstoke. The annual charge for the resident permit is detailed in Appendix A.

The permit allows 24 hour parking in the allocated car parking bay at the residence in question but does not allow on-campus parking.

Applications should be made through the Accommodation Office.

Should the available dedicated spaces not be allocated to resident students within seven days of the start of the tenancy period they will be offered to other students at the prevailing annual charge rate. The permits will be allocated on a first come first served basis.

### Disabled Permit Holders

Blue Badge holders must apply to park via this [link](https://www.cpppermitsystem.co.uk/universityofchichester/login.php). Your blue badge must be displayed at all times.

Blue badge holders may use the disabled parking bays or any other bays within the car parks. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

### Car Share

The University operates a car share scheme, for further information on car share, contact the Travel Plan Coordinator via travelplan@chi.ac.uk.

### Special Permits

In exceptional circumstances access to the car parks may be issued to support a student’s exceptional academic commitments or health needs, which cannot be accommodated within the existing regulations.

For instance, on-campus resident students who are required to use a car whilst undertaking teaching practice may apply for temporary permission to park. The access may only be issued following an application to the Travel Plan Coordinator and is subject to a recommendation from the Faculty.

Temporary ‘disabled’ parking access may also be issued to a student who does not hold a blue badge but has a medical problem that warrants special consideration. The application will be assessed by the Student Support and Wellbeing department at the University. Temporary access only allows parking within specific locations, which may include disabled parking bays, on the University campuses and may be time limited. **Car park charges will continue to apply**.

The final decision to grant temporary parking access, and the terms and conditions for the use of that permit, rests with the appeals panel and is confirmed by the Director of Estates and Facilities whose decision will be final.

### Students eligible to park

Bona fide students who are eligible to park on campus, subject to the restrictions detailed above can apply for permission to park via this [link](https://www.cpppermitsystem.co.uk/universityofchichester/login.php).

# Visitors

Bona fide visitors to the University may use the pay by phone option when parking on campus, standard charges outlined in Appendix A apply. Alternatively, a Faculty or Department may request that visitors are permitted to park by prior arrangement. These requests will be recharged to the relevant department at standard rates. Requests for visitors to park does not guarantee a parking space in University car parks.

Visitors may park in any on campus car park, except in the barrier-controlled car park at Bishop Otter campus or in restricted parking bays.

Visitor permits to park cannot be issued to students or members of staff.

Staff inviting visitors to the University shall ensure that their visitors are aware of the parking regulations prior to arrival at the University.

## 20 minute parking bays

At least one 20 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 20 minutes with no return within 4 hours.

**Disabled Permit Holders**

Visitors who also hold blue badges may use the disabled parking bays or any other bays within the car parks whilst displaying a valid blue badge. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.  **Charges apply for blue badge holder visitors (unless prior arrangements have been made via the Faculty or Department they are visiting).**

## Allocated car parking spaces for visitors on University business

A limited number of allocated visitors’ spaces at each campus can be booked in advance via the Self Service portal. These are allocated on a first come first served basis.

Allocated visitor spaces cannot be issued to staff or students.

## Visitor Permits (overnight permits)

There are special arrangements for visitors and conference guests who require overnight parking. Staff wishing to offer overnight parking facilities for their guests should contact the Travel Plan Coordinator.

## Contractors

Contractors are treated as visitors for the purposes of these regulations. The person authorising the work must notify the presence of contractors on site to Travel Plan Coordinator. Contractors attending site to carry out official works must park where advised by the Travel Plan Coordinator and must have a visitor permit. Under no circumstances are emergency access routes to be obstructed or blocked.

Staff employed by the Security and Catering Contractors, and others employed on term maintenance contracts are entitled to apply to park and should contact their University Contract Manager.

Contractors undertaking major works will be allocated a dedicated area for their welfare facilities, which may include limited parking for essential staff. No other parking will be available for use by the contractor’s employees or subcontractors.

## Deliveries

Commercial vehicles delivering or collecting goods and materials for the University will not require a visitor permit, provided they do not remain on campus for longer than 20 minutes.

The Travel Plan Coordinator should be advised if vehicles are likely to remain on campus longer than 20 minutes.

**PRIVACY NOTICE**

**How we use your information**

The University is committed to protecting the privacy of personal information in full compliance with Data Protection legislation.

To apply for a Car Parking Permit, you will need to complete an application form and as part of the application process you will be asked to provide personal information to enable your application to be processed. This information will be stored and processed securely by the University and third parties, as indicated below, acting on behalf of the University, for the purposes of managing parking applications and enforcement. Data is stored on local and cloud-based servers that are hosted in the UK. All data stored and processed is subject to stringent and appropriate security measures and reviews.

The University is the controller for this service and Parking Eye Limited, trading as Car Parking Partnership, are the processors acting on behalf of the University.  Applications for permits, appeals against a permit decision, renewals and amendments are managed by the University.  The personal data we collect will be processed for the purposes of sending automated alerts and emails relating to the issue, management, maintenance and renewal of parking permits. Enforcement of parking regulations will be automated via ANPR cameras. Images captured will detail all vehicles entering and exiting University property and may include occupants. This data will be stored and processed securely by Parking Eye acting as processor on behalf of the University for the purpose of enforcement.

Applicants will arrange payment for parking by payment card and will be directed to the Cardsave payment portal (part of WorldPay) integrated with the Car Parking Permit Application system. Payment card data is not saved within the permit system.

Please note that limited information, such as the name and contact number of the registered keeper of a vehicle may be shared with the University Car Parking Contractor to support the University’s Parking Policy Enforcement Procedure. Data such a place of work will be stored for statistical purposes.

**Lawful basis for processing personal data**

By registering on the University Car Parking Permit Application system, you will be accepting our terms and conditions, as part of entering a contact with the University for supply of a parking permit.

In the course of completing your application we may require your explicit consent to sharing special category data, which is relevant to your application e.g. information relating to a health condition you may have.  Where you have consented to provide such information, this will only be processed to assess your eligibility for a permit and will not be used for any other purpose.

**Retention periods for personal data**

The Universitywill retain any information supplied, as part of your application, including documents uploaded to the database, or any relevant details from such documents, for the duration of your permit.  We will not ask you for more information than we need, and we will not keep your information for any longer than necessary.

The Car Parking Permit Application system is automated to delete your data after set periods, dependent upon the status of your permit as set out below:

* For approved permits: data will be deleted 1 calendar month after permit expiry.
* For applications that are incomplete: data will be deleted 3 calendar months after the last change or action.
* For applications that are declined, retired, awaiting verification, awaiting approval or awaiting payment: data will be deleted 12 calendar months after the last change or action.
* For applications that have been appealed: data will be deleted 12 calendar months after the last appeal submission.
* Records of sent emails will not be deleted if they are less than 3 months old. This is to ensure records of emails sent near the end of a permit’s life are still available while relevant.

**Personal data that will be deleted**

All data submitted in applications, including personal data such as contact details (name, address, email) and vehicle registration will be deleted. In additional any history relating to emails sent, appeal submissions, appeal decisions and all other information stored in the permit system regarding charges and payments will also be deleted, other than where required to meet any statutory obligations.

Basic anonymous permit information such as Permit Reference, Approval State, Permit Type, Zone, Term, Start and End Date will be retained for statistical purposes for the duration of the University’s use of the Car Parking Permit Application system.

**My rights as a data subject**

As a data subject you have rights under data protection legislation including for example the right of to access information held about you, the right of rectification of any incorrect or incomplete data, and the right of erasure of your data (right to be forgotten) when it is no longer necessary for the purposes it was collected and processed.

To find out more about how the University complies with data protection legislation and your rights as a data subject you can access our Privacy Standard and Privacy Notices here: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection/>.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer at DPOfficer@chi.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with data protection legislation you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/concerns/>.

**Appendix A**

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| **Governor** | No Charge |  |
| **Executive Staff** | £2.42 per 24 hours from time of arrival |  |
| **Staff** | £1.90 per 24 hours from time of arrival |  |
| **Eligible student** | £1.35 per 24 hours from time of arrival |  |
| **Blue Badge Holder** | No Charge |  |
|  |  |  |
| **Pay and Display** | 8am – 6pm Mon - Friday | All other times |
|  | £1.90 per hour | £1.35 set fee  |

**Staff – Part time**

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| --- | --- | --- | --- |
| Permit (0.91 – 1.0 fte) | 08.00hrs – 17.00hrs | £34.42 | Payable per month (£1.90 per day)  |
| Permit (0.81 – 0.90 fte) | 08.00hrs – 17.00hrs | £30.98 | Payable per month |
| Permit (0.76 – 0.80 fte) | 08.00hrs – 17.00hrs | £27.54 | Payable per month |
| Permit (0.71 – 0.75 fte) | 08.00hrs – 17.00hrs | £25.82 | Payable per month |
| Permit (0.61 – 0.70 fte) | 08.00hrs – 17.00hrs | £24.09 | Payable per month |
| Permit (0.51 – 0.60 fte) | 08.00hrs – 17.00hrs | £20.65 | Payable per month |
| Permit (0.41 – 0.50 fte) | 08.00hrs – 17.00hrs | £17.21 | Payable per month |
| Permit (0.31 – 0.40 fte) | 08.00hrs – 17.00hrs | £13.77 | Payable per month |
| Permit (0.26 – 0.30 fte) | 08.00hrs – 17.00hrs | £10.33 | Payable per month |
| Permit (0.21 – 0.25 fte) | 08.00hrs – 17.00hrs | £8.61 | Payable per month |
| Permit (0.11 – 0.20 fte) | 08.00hrs – 17.00hrs | £6.88 | Payable per month |
| Permit (0.00 – 0.10 fte) | 08.00hrs – 17.00hrs | £3.44 | Payable per month |

**Appendix B**

**Contact Details**

**Estate Management**

**Interim Director of Estates and Facilities** David Baily

Email: d.baily@chi.ac.uk

**Head of Campus and Residential Services** Charles White

Email: C.A.White@chi.ac.uk

**Travel Plan Coordinator**

Email: travelplan@chi.ac.uk

Telephone: internal extension 6122

 (01243) 816122

**Car Park Enforcement Agency**

*On-campus car parks.*

Parking Eye Limited

[40 EATON AVENUE](https://buckshaw-village.cylex-uk.co.uk/map/eaton%20avenue.html), [Buckshaw Village](https://buckshaw-village.cylex-uk.co.uk/%22%20%5Co%20%22Business%20Directory%20Buckshaw%20Village), Lancashire England, PR7 7NAaddress

**Appendix D**

**University of Chichester Parking Permit Appeals Panel**

The University’s Appeals Panel for a parking permit will consist of three representatives who will be from the following departments: Estate Management, Students’ Union and Student Support and Wellbeing.

To ensure fairness the Panel will only make a decision when all three members of the panel are present. Any appeal that receives a majority verdict (two votes to one) will be granted a permit.

Any appeal must be supported by the documentation listed in this document.

The panel will meet once a month if there are appeals and consider all the appeals they feel meet the criteria laid out in this document. Other appeals may be considered if the Panel deem that there are exceptional circumstances.

All applications should be directed to the following email address travelplan@chi.ac.uk

The Panel’s decision is final and no grounds for further appeal will be granted.

Please read carefully the information below to ensure that you understand the basis on which appeals are considered and that you supply all the necessary supporting information to enable the Appeals Panel to consider your application without undue delay.

**Appeal Consideration**

Appeals will only be considered where there are exceptional extenuating circumstances. Please give as much information as necessary to give the Panel a clear picture of your circumstances. Each case is considered on an individual basis and any information you provide in support of your appeal will be confidential to members of the Panel and staff dealing with your application.

**Appeals Criteria**

**Appeals on medical grounds**

If you are appealing on medical grounds your appeal will be passed to the Student Support and Wellbeing who will then pass on their recommendation to the appeals panel.

**Appeals on lack of public transport**

If your appeal relates to a lack of public transport in the vicinity of your University address and you feel this is affecting your studies or is putting your welfare at risk please supply the panel with the following information. Please use section 2 of the Appeals form to detail your appeal in more detail.

* Your University address
* Your course timetable
* A supporting document from your course tutor that the lack of public transport is having an adverse effect on your studies/welfare. Your tutor should explain how the lack of transport is having an adverse effect on your studies/welfare.

**Appeals on placement grounds**

Where your appeal is on the grounds of placement in respect of your course, please provide the letter from your placement tutor confirming the location and duration of your placement. Please use section 2 of the Appeals form to detail your appeal in more detail.

The following information will also be required

* Your University address
* Your placement address
* Your Course timetable
* Your placement timetable

**Sole Caring**

If your appeal relates to childcare responsibilities, please give the following information. Please use section 2 of the Appeals form to detail your appeal in more detail.

* Ages of the children
* The names and addresses of the schools or other child care they attend
* The start/finish times of the school or other childcare provider
* A copy of your timetable
* Your University address

**Movement of equipment**

If your appeal relates to the movement of equipment on a regular basis the panel will require the following information. Please use section 2 of the Appeals form to detail your appeal in more detail.

* Your University address
* Your course timetable
* A supporting document from your course tutor to support the need to move the equipment on a regular basis. As much detail as possible should be given to help the panel make an informed judgement.

**Any other appeal**

If you feel you have grounds for an appeal for any exceptional circumstances not covered above the panel will consider all reasonable requests but hold the right to refuse any requests which are not found justified and reasonable in the circumstances.

In exceptional circumstance including safety concerns the panel will consider the issue of temporary permits.

**Notification of Outcomes**

The Panel normally meets monthly to consider applications and every effort is made to communicate the outcome of the appeal as soon as possible. Notification of the outcome is normally via your @chi e-mail. Where a permit is granted, you will be told the type of permit granted, for how long the permit is valid for and an indication of when the permit will be ready for collection. Except in the case of students with disabilities or chronic health problems, approval is normally granted only until the end of the current academic year and a new appeal must be submitted each subsequent year. The granting of a permit in one year does not guarantee that a permit will be granted in future years. The decision of the Panel is final.

Appeal to the independent appeals panel Appeal Form

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| **Section 1: Type of Appeal**1. I wish to apply for a parking permit but am not eligible because my current address is

and I fall within the 1.5 mile exclusion Zone but believe I have to travel further than this distance1. Any other reason. Please state reason below

Have you previously applied to the Appeals Panel Yes ( ) No( ) |

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| **Section 2: Grounds for appeal** Please detail all grounds you believe entitle you to appeal |

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| **Section 3: Supporting Information**Please list all supporting documents that you are supporting your appeal withA.B.C.D.E. |

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| **Section 4: Declaration*** I declare the information I have given on the form is correct and complete to the best of my knowledge
* I understand that I may be asked to supply additional information to support my application
* I understand that giving false or partial information may disqualify my application

Signed………………………………………………………………….Date…………………Name………………………………………………………….Student Number……………. |

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| For official use only: Approved/Not approved/PendingNotes |

The data you supply on this form will be used by the University of Chichester to process your parking appeal and will only be viewed by specific named members of the appeal panel. If you disclose a disability or health issue as part of your appeal we will require your consent for us to process this information as part of your appeal. You can withdraw this consent at any time by emailing travelplan@chi.ac.uk but this may affect the outcome of your appeal. Once your appeal has been decided all information supplied will be securely destroyed/deleted other than the appeal outcome within 6 months. The information you supply will not be shared with third party organisations or anyone outside the Appeal Panel. To find out more about your rights as a data subject and how the University complies with data protection legislation please visit: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>.

**Appendix E**

**Permit retention periods:**

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| Rejected Permit Applications | 12 months |
| Incomplete Permit Applications | 3 months |
| Appealed Permit Applications | 12 months |
| Expired Permits | 1 month |
| Payroll Reports (Only applicable if charging permit holders via payroll) | 12 months |