

Information Governance – Data Protection

NHS Grampian Facilities & Estates – Staff Privacy Notice

Foresterhill Staff Car Parking Permit and Registration

What is happening and how is my data being used?

NHS Grampian collects the personal information you provide to process your application for a virtual parking permit, management of on-site car parking, and to manage our contact with you. We will use your information to verify your identity and use your work e-mail address to contact you.

You can access the details of your parking information through our online portal. This portal gives you access to review and make changes to existing details using your NHS Grampian credentials and also view the terms and conditions for parking on site as a NHS Grampian staff member.

Personal data and Special categories of personal data

The data we process in regards to your virtual parking permit is your name, job title, work contact details (email), line manager name and contact details (email), NHSG Payroll number and the vehicle registrations of any vehicles used for on-site parking.

Data controller

NHS Grampian is the data controller for the data processed for the car parking permit registration.

Personal data which NHS Grampian is data controller for, is retained in the same way as the other medical information we hold about you. Please see our full privacy notice for more information - https://foi.nhsgrampian.org/globalassets/foidocument/foi-public-documents1---all-documents/nhs_grampian_data_protection_notice.pdf.

NHS Inform also provides information how NHS Scotland uses and retains your data; please see the link below:

<https://www.nhsinform.scot/care-support-and-rights/health-rights/confidentiality-and-data-protection/how-the-nhs-handles-your-personal-health-information>

A specific Information Sharing Agreement has been put in place to document the sharing of personal data by the participating health organisations. This is supported by a high level Agreement known as the [Intra NHS Scotland Information Sharing Accord \(2020\)](#) which enables NHS Scotland Boards share your personal data for specific purposes.

Lawful processing

We assert that it is lawful for us to process your personal data in this way as:

- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Your rights

We respect your rights and preferences in relation to your data. If you wish to update, access, erase, limit, or complain about the use of your information, please let us know by emailing gram.infogovernance@nhs.scot in the first instance and we will consider your questions. You may also wish to contact the Health Board under which your care is being delivered or the Information Commissioner's Office.

Privacy Notice Version History

Version	Date of Publication
V1	2 September 2025