

Service Request for Minor Traffic/Parking Improvements

Name

Address

Telephone number

Email

Where is the problem located?

Please be as specific as possible, e.g. street name, "directly outside number 10" etc.

Problem details

Please give as much information as you can, for example, let us know if the problem happens on certain days or certain times of day. Photographs of the problems are also useful.

Suggested solution

Do you have any suggestions how the problem could be resolved? Tell us any ideas you have for alterations or improvements to solve this problem.

Internal use

Request received date

Logged on Insight date

Insight Reference

Email completed form to traffic@calderdale.gov.uk or post to CMBC, Ainley's Depot, Huddersfield Road, Elland, HX5 9JR

Privacy Notice - How we use your information

Service Request for Minor Traffic/Parking Improvements

Calderdale Council is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected purely for the purposes of responding to your request for service in relation to highways maintenance and improvement. We need to collect this information in order to contact you, if required, to request further information or provide you with the outcome of your request. Completion of this form/sharing of your information constitutes explicit consent from you to us to process your data for this purpose. You may withdraw your consent at any time by writing to: Helen Martin, Performance Manager, Strategic Infrastructure, Ainley Depot, Huddersfield Road, Elland. HX5 9JR.

In addition, you have the right to see what information is held about you, to have inaccurate information removed from our system unless we are required by law or statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Council's Data Protection Officer can be contacted by email at: information_management@calderdale.gov.uk .

Your name and contact details are recorded electronically on our system to maintain up to date records.

This information will be kept for a maximum of six years after the year the record was created or until such time as the data is reviewed by us or removed at your request.