**Parking permits terms and conditions**

Atmiya College roads and car parks are subject to the State traffic and parking laws, including the Road Safety Act and Road Rules (Queensland), and the university's own Parking Rules (as amended from time to time). These are applied to help ensure a safe and orderly environment.

Atmiya College campuses and car parks are under 24 hour/7 day video surveillance managed by Atmiya Security using closed circuit television, and may include vehicle licence plate recognition technology.

Your personal information is collected by us and on our behalf for the primary purposes of management of car parking on the campus and campus safety, including the prevention and detection of crime and misconduct. Other purposes of collection include traffic management and reporting purposes.

This information may be disclosed to contracted service providers of the University (eg, traffic management service providers), law and regulatory enforcement agencies (eg, QldRoads and Queensland Police), and where required or authorised by law.

If you do not provide your personal information you will not be able to purchase a permit to park in designated permit car parking spaces on campus. You have a right to access information that Atmiya College holds about you, subject to any exceptions in the legislation. For further information about privacy at Atmiya College please refer to the Atmiya College Privacy Procedure. If you wish to seek access to your personal information or inquiry about the handling of your personal information, please contact the University Privacy Officer by email at privacyofficer@atmiyacollege.edu

The university does not accept liability for any damage, loss or injury arising in respect of any private vehicle on university property. This responsibility remains with the vehicle owner

**Availability of parking spaces**

Whilst the university controls the numbers, types and locations of permits, no guarantee is given that a particular permit bay type will be available in any such location at all times unless reserved by premium parking holders. Normal Parking is subject to normal user demand (first come). The responsibility for finding available authorised parking as always rests with the vehicle driver.

The university encourages the responsible parking of all vehicles. Vehicles found parked on university property contrary to the relevant legislation or rules may be issued with a parking infringement notice.

**Displaying your permit**

Note - The permit must be affixed to the windscreen. Read the instructions carefully before peeling your permit off the letter.

Affix the label on the inside of the windscreen on the bottom left hand corner. Your parking permit MUST be affixed to the windscreen and clearly visible from outside the vehicle at all times when parking in Atmiya College car park permitted areas. Failure to do so may result in receiving an infringement notice (fine)

Permits should be affixed to the vehicle windscreen. If you wish to transfer the permit easily between vehicles, follow the instructions to ensure you peel the permit off the letter so it is transferable.

It is a breach of the university's discipline statute to copy (includes photocopy), alter, make and or use any representation of a university issued parking permit.

To prevent misuse, permits are numbered and vehicle type, registration and permit holder details are recorded. Should you wish to transfer your permit to another vehicle please notify the change of detail prior to doing so.

**Paying for your permit**

Students:

Online with Mastercard or Visa

Reserve a permit online and pay at Atmiya Connect within 3 days by EFT or cheque

Cash at the OH&S department

Staff:

Online with Mastercard or Visa

Salary sacrifice

Reserve a permit online and pay at Atmiya Connect within 3 days by EFT or cheque

Cash at the OH&S department

**Delivery of your permit**

Permits will be mailed to your nominated postal address within 10 business days of receipt of payment.

Parking permits that are ordered online will not be available for collection from Atmiya Connect unless you are paying by cheque or EFT. All permits are posted via an external mailing house.

If your permit is not delivered to your nominated postal address within 10 business days, you must submit an official statutory declaration to Atmiya Connect on your campus in order to have a replacement permit printed for you.

**If you forget your permit**

You can collect a temporary day pass from the OH&S deparment.

**Read the sign - avoid the fine**

All our campuses are subject to Queensland traffic laws (Road Safety Act and Queensland Road Rules), so please obey the road rules and signs.