

Privacy notice for Blue Badge applications

Information held about you

In order to process your Blue Badge application, it is necessary for us to collect and hold personal information about you. This information will include details of your name, name at birth, national insurance number, address, telephone number and email address. Also, it will require details and proof of any disabilities you have, details and proof of any qualifying benefits you receive, any medication you take and any appointments you have attended in respect of your disability. We will also hold a photograph of you as this will be displayed on the Blue Badge if it is approved. We require all of the information to enable us to process your application in-line with the Department for Transport guidelines.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the information we hold about you?

We will collect information about you to determine your eligibility for a Blue Badge

What is the legal basis for us to process your data?

The legal basis for processing the data is our legal obligations under the Disabled Person's Parking Badges Act 2013. Further details can be found at www.legislation.gov.uk

Who we will share your information with

In the case where your application needs to be referred to an independent medical assessor, we will share your information with 'Access Independent' so they are able to assess your eligibility for a Blue Badge.

We will not normally share your information with organisations otherwise without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records

We will hold your data during the time that you have a Blue Badge, and will delete it nine years after you cease to have the service with us. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Blue Badge Section in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

26.10.18