



## BMBC PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the Blue Badge Service.**

### **Stage one: Who are we?**

The purpose of the Blue Badge Service is;

To determine eligibility for a Blue Badge for applicants who live in the Barnsley Borough. This includes processing of applications, appeals and renewals where applicable. The team will also support audit teams with any potential fraudulent applications or Blue Badge usage.

### **Stage two: What type of information we will collect from you**

- Personal Information such as name, address, telephone/ NI / employee number etc.
- Assessment information in order to determine eligibility, this may include special category information such as your health data.

We will not collect any information from you that we do not need to provide and oversee this service to you.

### **Stage three: Why do we need your information**

We will use your information to:

- To process your applications and/or renewal/appeal.
- Such information may also be used should there be an investigation into a potential fraudulent application been made

### **Stage four: How we will collect your information**

Information will be collected through the online application process from the Department for Transport, through information provided over the phone to one of our Customer Service Advisors or through receiving information via the post/e-mail (should you choose to send information in this manner)

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

6 (1) e - Processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

9(2)(g) – Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards

To process your Blue Badge application, we will follow the guidance under Section 21 of the Chronically Sick and Disabled Persons Act 1970 ('the 1970 Act').

### **Stage six: Why we may need to share your information**

The council may share your information in order to determine your eligibility for a Blue Badge. We may also share your information to carry out checks for fraudulent use and to produce the Blue Badge.

### **Stage seven: Who we may share your information with**

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

- Your nominated representatives as appropriate
- Health professionals
- Northgate public services
- Valtech (production of Badge)

- Other local authorities
- Department of Transport
- Ombudsman and Regulatory bodies
- Law enforcement agencies and bodies
- Courts, Hearings and Tribunals
- Legal representatives
- Fraud Investigation teams
- BMBC Parking Services
- South Yorkshire Police (SYP)

### **Stage eight: How long will your information be kept?**

BMBC are required to keep your basic personal information (name, address, contact details, eligibility questions etc.) for a period of 5 years. Your information we use for accessing eligibility shall be kept with us, securely. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

### **Stage nine: What will happen if you fail to provide information?**

We need your information to allow us to consider your application and/or renewal of a Blue badge. If you do not provide us with your personal details, then we will not be able to process your application and you will not be eligible to receive a Blue badge if entitled.

### **Stage ten: How to access and control your information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)