

## Blue Badge Service Privacy Notice

Our core data protection obligations and commitments are set out in the Council's Corporate Privacy Notice on our website at [Data Protection – Privacy Notice](#).

The Privacy Notice below explains how the Council uses information about you and the ways in which we protect your privacy in respect of the Blue Badge Service.

### Purpose

We will collect and use your personal data in order to:

- Process your application for a Blue Badge.
- Process the Blue Badge payment.
- Answer any appropriate questions relating to your application or use of a Blue Badge
- Assess your application to see whether it meets one of the automatic qualifying criteria, or if a discretionary application whether you will need to be assessed by an Occupational Therapist for assessment.
- Provide you with any relevant advice for the purposes set out in this Privacy Notice.
- Investigate any instances where a Blue Badge is allegedly being misused.
- Send email notifications and process online payments.

We also use your personal data to create a secure record of your application on our Case Management System (CMS). Any paper applications will be transferred to an electronic record and then be destroyed after 4 months.

### Categories of personal data

In order to carry out the purposes above we collect and obtain the following categories of personal data:

- Name
- Address
- Contact Details (email address and phone numbers)
- Age and Date of Birth
- Gender
- Town and country of birth
- Marital Status
- National Insurance Number
- Vehicle registration number (if applicable)
- Previous Blue Badge details (if applicable)
- Proof of identity (e.g. driving licence, passport)
- Proof of address (e.g. council tax bill, utility bill)
- Details of any person with legal responsibility for you.
- Any other personal information that you may supply in your supporting documentation.

We will also collect the following special category data:

- Photograph
- Details about your disability, health or long-term condition, pain medication and assessment of your walking ability.
- Evidence to support your eligibility for a Blue Badge (e.g. Certificate of Visual Impairment, evidence of entitlement to benefits or allowances you receive relating to your personal needs)
- Payment details may be taken if you pay by card

Following assessment of your application for a Blue Badge, you may be asked to attend (by telephone or in person) an assessment with one of our Occupational Therapists where further information may also be gathered. We will ask you to participate in an assessment, you are not required to do so but it may affect the outcome of your application if you do not participate.

## Who we collect personal data about

Information will be collected from individuals and applicants

The Council will:

- Only ask you for the information that is necessary to provide you with the Blue Badge service.
- Store your information securely and ensure it is only accessed by employees who are authorised to do so.
- Make sure your information is not kept for longer than required.
- Confidentially and securely destroy and delete your information when it is no longer needed.

We require you to:

- Provide accurate and up-to-date information.
- Inform us at your earliest convenience of any relevant changes/updates to the information previously provided.
- Inform us at your earliest convenience if there are any mistakes in the information you have provided, or in the information that has been sent to you.

If you fail to provide the information we ask for, we may not be able to process your Blue Badge application or provide you with any relevant advice.

## Legal basis for processing personal data

Under data protection legislation, we must ensure that we have an adequate reason or legal grounds to support the use of your personal information. The legal grounds we use to determine that the processing of personal information is necessary, is to enable us to fulfil a 'legal obligation' to which the controller is subject. We also rely on the following legal grounds:

- Under the Chronically Sick and Disabled Act 1970, Tameside Council has a statutory obligation to maintain a register showing the holders of badges issued by the authority. We are responsible for determining and implementing administrative, assessment and enforcement procedures in accordance with the governing legislation ([Disabled Persons \(Badges for Motor Vehicles\) \(England\) Regulations 2000](#) as amended).
- The processing of sensitive data is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject for this purpose, the Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

## Sharing personal data

Under the Chronically Sick and Disabled Persons Act 1970, Local Authorities have a statutory obligation to maintain a register showing the holders of badges issued by the authority.

The Government announced on 14 February 2011 a major programme of reform to the Blue Badge Scheme which affected the way records are held about individuals applying for a Blue Badge.

One of the key aspects of the reform was the requirement of a central database which holds records of all blue badges on issue.

The main aims of the central database was to improve the operational efficiency of the scheme as well as preventing fraud and abuse of the Blue Badge Scheme and ensuring that the concession is targeted fairly and sustainably. For further details on the Blue Badge Scheme in general, visit the Government website <https://www.gov.uk>.

Your information will be shared with the following organisations in order to process your application:

- **Department for Transport** (DfT) - the central government directive responsible for the Blue Badge Scheme
- **Northgate** - the Blue Badge Case Management System, used for securely storing your Personal Data and processing Blue Badge applications
- **Valtech** - the company managing the Central Blue Badge register called 'Manage Blue Badges'
- **APS Group** - the printer and distributor of Blue Badges
- **GOV.UK** - the central government website which allows you to apply online

We will also share your data with other Council services in order to protect the integrity of the Blue Badge service and to investigate any potential misuse of a Blue Badge where appropriate, including:

- Our Adult Services team for Occupational Therapists to carry out assessments or desktop support
- Our fraud team
- Our Parking Services team, for enforcement and administration

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

- Law enforcement.
- Fraud investigations.
- Regulation and licensing.
- Criminal prosecutions.
- Court proceedings.

The Department for Transport and Valtech shares your data with the Cabinet Office to participate in a data matching exercise as part of the National Fraud Initiative (NFI) to assist in the prevention and detection of fraud.

Your data will be stored electronically on our Case Management System (CMS), which has been procured from a company called Northgate.

The Blue Badge scheme is a central government directive owned by the DfT, however, each Local Authority is responsible for holding the data for their customers. In order to securely manage the data, we process all Blue Badge applications on our CMS.

Although we manage each application through our CMS, we are required to link this to a Central Badge Register called 'Manage Blue Badges.' The contract to manage this Register was awarded by the DfT to a company called Valtech.

Blue Badges will usually be issued for 3 years, but can be reapplied for and extended for a further period of time.

### **Retention**

The Council hold a record of all blue badge applications for 7 years. After the 7 years, the application form will be deleted.

Any paper applications will be transferred to an electronic record and then be destroyed after 4 months.

### **Data Transfers beyond European Economic Area**

We do not transfer any of your personal information outside the European Economic Area ('EEA').

## **Your rights**

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

## **Security**

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

## **Data Protection Officer**

You can contact the Council's Data Protection Officer by calling 0161 342 8355 or sending an email to [information.governance@tameside.gov.uk](mailto:information.governance@tameside.gov.uk).

## **Automated Decisions**

No automated decisions are made throughout this process.

## **Updates**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Data Protection](#) page.