

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

<b>Title of Process</b>	<b>Blue Badge Applications</b>
<b>Why does the Council process personal data?</b>	<p>Issue of parking badges to disabled residents of the Stirling Council area under the terms of the Blue Badge Scheme, which helps those with severe mobility problems who have difficulty using public transport to park close to where they need to go.</p> <p>Members of the public who believe themselves to be eligible for a Blue Badge submit applications to the Council. Three application forms are available.</p> <p>The first is entitled "without further assessment". This form is for applicants who are in receipt of certain benefits or who are registered blind. They qualify for the badge automatically.</p> <p>The second is a lengthier form which requires applicants to supply details of their disability, including distance they can walk, speed, pain they may suffer and any breathlessness they incur while walking. Stage 1 of this type of application consists of a desk-based assessment, the purpose which is to identify applicants who, from the information given in the application, are clearly eligible or ineligible for a badge. This is a standardised points-based assessment and is carried out by administration staff. If the applicant qualifies, the badge is ordered. Applicants who do not qualify are notified in writing, with an option to appeal. If the assessment is inconclusive, the applicant is asked to attend a medical assessment. This is carried out by an Occupational Therapist employed with Stirling Council.</p>

	<p>The third form is used by applicants who wish to apply under mental health or cognitive criteria such as Dementia and Autism. Again, applicants can qualify automatically depending on benefits and documents supplied by Health officials or they can be asked to attend Medical assessments.</p> <p>All applicants are the informed whether or not they have been successful.</p>
<p><b>What personal data is used?</b></p>	<p>Personal data is about applicants who believe themselves to be eligible for issue of a Blue Badge.</p> <p><b><u>Personal Data Used</u></b>  Name  Address  Other contact details  Age  Nature of infirmity.</p> <p><b><u>“Special Category” Data</u></b>  Health (physical or mental)</p>
<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We need to process this personal data to comply with a statutory obligation - The Disabled Persons (Badges for Motor Vehicles) Regulations 1982 and The Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 (as amended).</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>Application forms submitted by Stirling Council residents who believe themselves eligible for issue of a Blue Badge.</p>
<p><b>Where does the Council keep personal data?</b></p>	<p>Personal data is recorded electronically in the secure Blue Badge Improvement Service (BBIS) system managed by Northgate Public Services on behalf of the Scottish Government and the Department for Transport. Hard copies of the applications are kept in secure storage within the Council’s Public Transport Unit for four years and then destroyed in accordance with the Council’s policies and procedures for disposal of confidential waste.</p>
<p><b>How long does the Council keep personal data?</b></p>	<p>Personal data is retained for four years</p>

<b>Who does the Council share personal data with?</b>	Personal data is not shared with anyone out with the Council.
<b>Who do I contact about my personal data?</b>	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>He can be contacted at: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a> Telephone: 01786 404040</p>