

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address:

<https://www.stirling.gov.uk/council-democracy/access-to-information/data-protection/>

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.

| Title of Process  | Blue Badge Applications  |
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| <p><b>Why does the Council process personal data?</b></p> | <p>The Council issues Blue Badge parking badges to eligible individuals and organisations to comply with The Disabled Persons (Badges for Motor Vehicles) Regulations 1982 and The Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 (as amended). Blue Badges are available to disabled people and organisations providing transport for disabled people who live, or are based, within the Stirling Council area. The Blue Badge Scheme helps people with severe mobility problems who have difficulty using public transport, and organisations providing transport for them, to park close to where disabled people need to go.</p> |
| <p><b>What personal data is used?</b></p>                 | <p>Applicants who believe themselves to be eligible for issue of a Blue Badge provide the following information:</p> <p>Personal Data</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Other contact details</li> <li>• Age</li> <li>• Nature of infirmity</li> <li>• Photograph.</li> </ul> <p>“Special Category” Data</p> <ul style="list-style-type: none"> <li>• Health (physical or mental)</li> </ul> <p>This information can be provided online or by means of a paper form.</p> <p>The details appearing on each badge are:</p>   |

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|  | <ul style="list-style-type: none"> <li>• Issuing Authority (i.e. Stirling Council)</li> <li>• Start and expiry dates</li> <li>• Badge No.</li> <li>• Badge holder's name, surname and photograph.</li> </ul>   |
| <b>What makes it lawful for the Council to process this personal data?</b> | Blue Badges are issued under the terms of The Disabled Persons (Badges for Motor Vehicles) Regulations 1982 and The Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 (as amended).   |
| <b>Where does the Council obtain personal data from?</b>                   | <p>Applicants submit personal data to the Council online or by means of a paper form.</p> <p>Information may be requested from Social Security Scotland in order to support an individual's disability benefit entitlement.</p>  |
| <b>Where does the Council keep personal data?</b>                          | <p>The information from all applicants is entered into an Excel spreadsheet. Details of people who have not applied online are entered into the online UK Government Blue Badge Portal at <a href="https://apply-blue-badge.service.gov.uk/applicant">https://apply-blue-badge.service.gov.uk/applicant</a> . This system is maintained by Valtech UK Ltd. The badges, complete with the successful applicant's details, are produced by Allied Publicity Services (Manchester) Ltd, known as APS. APS and Valtech provide these services under a UK Government contact managed by the Department for Transport (DfT).</p> <p>Online data is stored in the Blue Badge system managed for the DfT by Valtech Ltd.</p> <p>Data from online and paper applications is stored in a password-protected Excel spreadsheet on the Council network. The password is known only to the Admin Officer who processes Blue Badge applications and to the Public Transport Team Leader and Service Delivery Officer.</p> <p>Paper applications are stored in locked cabinets at Stirling Bus Station for four years, after which they are disposed of in accordance with the Council's Data Retention Policy.</p> |
| <b>How long does the Council keep personal data?</b>                       | Personal data is retained for four years and then destroyed in accordance with the Council's policies and procedures for disposal of confidential waste.   |
| <b>Who does the Council share personal data with?</b>                      | <p>Personal data is shared with the DfT, Valtech and APS to the extent required in order to maintain the UK-wide Blue Badge Scheme.</p> <p>We are legally obliged to safeguard public funds, so we are required to verify and check your details internally for fraud prevention. We may share this information</p>  |

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|   | <p>with other public bodies (and also receive information from these other bodies) from fraud checking purposes.</p> <p>We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests from specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.</p> <p>Your information is also analysed internally to help us improve our service. This is covered in our Fraud Privacy Statement.</p> |
| <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>They can be contacted at:<br/>Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA<br/>Email: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a><br/>Telephone: 01786 404040</p>   |