

PRIVACY NOTICE – Blue Badge Scheme

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

We collect and hold information about you in order to progress your Blue Badge application form.

Why do you need my information?

We need your data in order to progress your application.

What legal basis allows you to use my information?

Under the Chronically Sick and Disabled Persons Act, Halton Borough Council has a statutory obligation to maintain a register showing the holders of badges issued by the authority. It is 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.

Do I have to provide this information and what will happen if I don't?

If you do not provide this information we cannot progress your application?

Who will my information be shared with?

Your information may be shared with other departments within Halton Borough Council. The Blue Badge print solution supplier, as part of a contract for the production of the blue badge. Other local Authority Blue Badge enforcement teams. Police for parking enforcement. If you move address to another local authority, your Blue Badge Registration record may be transferred if requested by the new Local Authority.

How long will you keep this information for and why?

Documents and emails will be kept for seven years.

How will my information be stored?

Your data will be stored electronically in our customer relation database on a secure network.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it come to my data?

Right to be informed - through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45.

Website: www.ico.org.uk

