



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.

To provide accurate and up to date information to BMBC Parking Services to ensure Blue Badges are used effectively and not fraudulently.

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

- Personal Information such as name, address, telephone/ National Insurance Number / employee number etc.
- Assessment information 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 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 or a Blue Badge being used incorrectly

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).

Information may also be collected during face to face appointments with our Occupational Therapists and Librarians

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.

Our parking services may also require your information to ensure that your Blue Badge is being used correctly.

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 including Occupational Therapists
- Northgate (NEC BBCMS)
- 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. The information we use for assessing eligibility shall be kept with us, securely for no longer than 5 years. 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 determine potential eligibility for a Blue Badge.

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 Information Governance team by email at informationrequests@barnsley.gov.uk. If you are not satisfied with our response you may contact our Data Protection Officer on 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