

Privacy Notice – Blue Badge Scheme

Who is responsible for your information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

What information do we need?

West Lothian Council will hold the following personal information:

Title	Forename	Middle Name
Surname	Surname at Birth	Gender
Date of Birth	Place of Birth	National Insurance Number/ Child Registration Number
Driving Licence Number	Current Address	Email Address
Home Telephone Number	Mobile Number	Previous Address
Previous Blue Badge information: Issuing authority	Previous Blue Badge information: Serial number of badge	Previous Blue Badge information: expiry date of badge
Proof of address	Proof of identity	Photograph
Medical information	Personal Independence Payment	Disability Living Allowance
War Pensioner's Mobility Supplement	Armed Forces and Reserve Forces (Compensation) Scheme	Car Registration

Only the information required to process your enquiry or service request will be asked for and recorded.

How will we use information we hold about you?

Personal information which you supply to West Lothian Council will be used in the following ways:

- To process your enquiry or service request
- Prevention/ detection of crime / fraud.
- Blue Badge parking enforcement

Who we will share your information with?

If that is necessary to progress your application, we will share your personal information with:

- Medical professionals to gather further details on the health information provided in the application

We will also share your personal information with the police and the Department of Work and Pensions and/or HM Revenues and Customs for fraud prevention purposes, as required.

The council is required by law to participate in National Fraud Initiative (NFI) data matching exercises and Blue Badge information may be provided to the Cabinet Office for NFI purposes and to be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

We will not share your personal information with anyone else unless we are required to do so by law.

How long do we keep your records?

We will keep your information for six years from the date of your last enquiry.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – customer.service@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the [Information Commissioner's Office](#)

Providing accurate information

It is important that we hold accurate and up to date information about you in order to ensure your continued blue badge eligibility and for the purposes of fraud prevention including misuse of a blue badge. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used please contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: dpo@westlothian.gov.uk More information about data protection and how it applies to you, including how to make a complaint, is available from the [Information Commissioner's Office](#)