

Privacy Notice – Blue Badge Scheme

Who is responsible for your information?

All personal information is held and processed by West Lothian Council having its headquarters at West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF (contact name: Nahid Hanif contact details: BlueBadges@westlothian.gov.uk) in accordance with data protection law.

What information do we need?

West Lothian Council may 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

What is the legal basis for us to process your data?

The legal basis for processing the data is:

We need it to perform a public task and for reasons of substantial public interest. We provide this service as part of our statutory function as your local authority.

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 and/or Social Security Scotland, 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 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

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at BlueBadges@westlothian.gov.uk, 01506 280000 or at Blue Badge, Finance and Property Services, Anti-Poverty Service, St David House, South Bridge Street, Bathgate, West Lothian, EH48 1TT if you wish to make a request.

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

The Information Commissioner's Office address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Information Commissioner's Office website: <https://www.ico.org.uk>

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](#).