

Privacy Notice – Disabled Persons’ Parking Place Application

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

We will collect the following information from you to process your application:

- name
- home address
- phone number
- email address
- details of your Disabled Person’s Badge
- details of the vehicle and its Registered Keeper

Why we need this information?

You are giving the Council your personal information to allow us to make fully informed decisions when carrying out the statutory process in line with the ‘Disabled Persons’ Parking Places (Scotland) Act 2009’ and ‘The Local Authorities’ Traffic Orders (Procedure) (Scotland) Regulations 1999’. The Council also uses your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

The Council needs to know this personal data in order to provide you with the services you have requested and to establish the Council’s rights in relation to those services, as detailed in the application form which you have completed. If you do not provide this information then the Council will be unable to provide those services to you. The Council will not collect any personal data from you that is not needed for delivery of those services.

Legal basis for using information

The Council needs to process your personal data in order to fulfil its functions under the ‘Disabled Persons’ Parking Places (Scotland) Act 2009’ and ‘The Local Authorities’ Traffic Orders (Procedure) (Scotland) Regulations 1999’. Accordingly, the Council will process your personal data because it is necessary for the performance of a task carried out in the public interest. The Council will process your special category data i.e. information about your health for reasons of substantial public interest, namely the carrying out of statutory functions.

You can find more details of our role on the [Council’s website](#).

What we will do with your information?

All of the information the Council collect from you will be used to validate your application by staff in the United Kingdom.

Your name and address may be shared with other Council departments, such as Roads and Legal Services. It will form part of any relevant Inverclyde Council Committee Report(s) in respect of the proposed Order and may also be shared with an Independent Reporter, should a Reporter be

appointed by the Council to hold a Public Hearing to consider the proposed Traffic Regulation Order. Your information could therefore form part of any Report issued by an Independent Reporter and to any relevant Inverclyde Council Committee.

The Council will only share information with these services and organisations where it is appropriate and legal to do so. The Council may provide personal information to third parties where it is necessary to comply with the law or where permitted under data protection legislation. The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

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

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at [Retention Policy \(Final\).pdf](#) and see the freedom of information pages for further information or you can request a hard copy from the contact address previously stated above.

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

The rights you have depend on what we use your personal data for.

You can find out more about your data protection rights on our website.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

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

Phone: 0303 123 1113 or visit the Information Commissioner's Office's [website](#).

but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information

If you have any questions or want to find out more about your rights, our Privacy Policy can be found here - [Privacy - Inverclyde Council](#).

If you do not have access to the internet, you can contact the Council via telephone to request hard copies of our documents.