

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

Environment and Transport – Blue Badges and Concessionary Travel

What information do we need from you?

In order to process your application for Blue Badges and Concessionary Travel passes, the council requires the following data about you: your name, address, contact details, and details of the service user if not the same. The details of the applicant may include data regarding medical needs and disabilities.

Why do we need this?

We need this information so that so that we can provide the service you require.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case, the council has a legal obligation to provide these services, therefore our right to process your information is in the performance of a public task.

We also need an appropriate lawful reason to process special category data, such as health data. In this case if we are processing special category sensitive personal data under the health and social care requirements to confirm the eligibility of the applicant.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

Data is shared with Leicester City Council for purposes of assisting with applications and the sharing of aggregated data around the number of passengers and tickets issued.

Data will be shared with TransUnion, who will provide credit reference services to us – [TransUnion Privacy Notice](#).

Data may also be shared with other Council services, our approved providers and partnership agencies or other councils.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service it will be for a period of 7 years.

What if something changes?

If we need to change something like who we want to share this information with, we will ensure that this Fair Processing Notice is updated and re-published.