

# Privacy Notice for Disabled Parking Bays

## Processing activity

In order to assess whether you are eligible for a disabled parking bay, it is necessary for us to collect and hold personal information about you for the duration of the application process. We will process personal information relating to:

- Application forms

## Information requirements

This information may include your:

- Name
- Address
- Contact details (phone number/email address)
- Blue badge (copy of front and back)
- Copy of Entitlement to either higher rate Personal Independent Payment (mobility component) or any rate attendance allowance
- Copy of Vehicle registration or Motability agreements.
- Other information that maybe requested subject to validity of the above (such as driving licence, utility bill etc.)
- Correspondence between you and the Council

## Lawful bases

Our **lawful bases** for processing your personal information is:

- For the performance of a task carried out in the public interest

## Reasons for processing

Some of the information that is collected is classified as **special category personal data**. This is processed for reasons of substantial public interest. To process this type of information we must have an appropriate policy document.

## Data sharing

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

In general, personal data will only be shared with Kent County Council on the grounds that the initial application has been refused by the disabled bay parking officer and the applicant has appealed the decision.

## Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with our retention. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy) for further details of how we process your personal information and your rights.