

Personal Information Policy

The Council respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information about you available to the Council (“your information”).

The Council will use your information to:

- Deal with your requests and administer its Departmental functions (e.g. to assist the processing of your application and in providing an effective service)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research
- Contact you with information about activities and events involving the Council or with offers that it thinks may be of interest to you.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including elected members), central government Departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

Your information may need to be disclosed to Transport for London to validate an application for a congestion charge discount.

The Council may also use and disclose information that does not identify individual for research and strategic development purposes.

If you do not want to receive information about offers, activities and events from the Accessible Transport Unit (ATU) please tick this box [].

If you do not wish to be contacted by the ATU for research purposes (excluding research or surveys the Council is required to conduct) please tick this box []

You have a right to see your information (subject to certain exceptions and the payment of a fee). If you have any requests concerning your information or any queries with regard to the Council’s processing, please contact the Public Information Officer for Adult and Community Services on 0208 891 7971.

Please also let the Council know if your details change by calling the Accessible Transport Unit on: 020 8831 6312 so that we can update your information.

If you have ticked any of the above boxes, please return this policy with your completed application form to the Accessible Transport Unit.

September 2008