

## **Privacy Notice**

**Privacy Notice** – *This notice explains when we collect personal data, what we use it for, who we share it with and your rights.*

**Who are we:** *Corporate Transport Unit*

**The lawful basis for processing the information:**

- *Education Act 2011*
- *Transport Act 2006*
- *Home to school transport Policy*
- *Adults Transport Policy*

**How do we collect information from you:** *Personal data is supplied by the SEN department or by parents/carers applying for transport provision for their child. It may also be supplied by the Adult Social Care Department or the establishment attended by the client. The data is collected on application forms which are completed by or with the parent/carer or the client.*

**What type of information is collected from you:** *We use information that includes names, addresses, dates of birth, medical information and information related to which establishments are attended.*

**How we use the information you have provided:** *The information provided is held on file and on electronic databases. It's used to collate routes and manage journeys suitable for each client and is used as a database for emergency contact use.*

**Who has access to the information about you:** *The secure database is only accessible to staff of the Corporate Transport Unit which is protected by administered passwords and access rights. The administrator of this database is the Department Manager. Paper files are held securely in the Department and are only accessible to Department staff.*

**Who we may share your information with:** *Personal information is shared with the transport operators in order for them to provide an efficient service to the transport clients.*

**How long we store your information:** *We only store your data in paper form for 5 years and then it's destroyed. On the secure database it is held for 70 years.*

**Does your service utilise automate decision making?** *We don't send you unwanted emails or information so no automatic decision making is undertaken. Any communication you receive from us will be directly related to you or your child's transport requirements.*