

Privacy Notice – Home to School Transport

This Privacy Notice explains how we use personal information provided to our Travel Support team.

What data do we collect?

- Name
- Address
- Address of property which service request relates to.
- Contact details (phone numbers, email address etc)
- Date of Birth
- Gender
- Name of School or College
- Information about your or your family
- Disability and/or Medical Requirements
- Special Educational Needs
- Adjustments required for transport purposes
- Benefit entitlements
- Photograph
- Bank details (for smart card applications)
- Personal Circumstances (which may be relevant for appeals)

Why do we collect it?

- To deliver the service
 - To assess eligibility for travel support
 - To assess needs and requirements and schedule suitable travel support
- To handle your query
 - For contacting and notify parents and carers

Sources of data

Personal information about you relating to you and your household may also be gathered from other sources such as:

- Central Government Agencies
- Other Local Authorities
- Health and Social Care
- Schools and Colleges
- Education Services
- Family Members

We may collect information from other sources depending upon your circumstances.

How do we use data?

Your data will be held on the service database (Capita) and route scheduling system

Basis for collecting, processing and sharing personal data

We collect and use this information under the following bases:

The Council has a number of statutory duties in relation to home to school travel and transport, and sustainable travel.

Article 6(1)(e) of the UK GDPR gives the Council a lawful basis for collecting and using personal data in order to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

In accordance with Article 6 of the UK GDPR: the basis for the processing is laid down in UK law.

In accordance with Section 8 of the Data Protection Act 2018: personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for (c) the exercise of a function conferred on a person by an enactment or rule of law.

The legislation we rely on when using your personal information to meet our legal obligations or public tasks includes but is not limited to:

- Education Act 1996
- The Care Act 2014
- Education and Inspections Act 2006

Some of the information we need from you is classed as 'special category' personal data. Article 9(2)(g) of the UK GDPR gives the Council a lawful basis for collecting and using special categories of personal data where it is necessary for reasons of substantial public interest on the basis of UK law. For example, we need to know if you have a disability and/or medical condition that prevents you from travelling independently.

The substantial public interest condition the Council relies on to process your special category data is found at Schedule 1, Part 2, paragraph 16 of the DPA: Support for individuals with a particular disability or medical condition.

How do we keep data secure and who do we share it with?

Information will be kept safe, secure and confidential and handled with care in accordance with the law. We may share your information with the following organisations:

- Authorised Teams within Sefton MBC
- Commissioned providers of local authority transport services
- School, colleges and early years providers as well as wider education or training providers
- Other Local Authorities and social care or health providers outside of the Local Authority
- Providers of independent advice and guidance, such as contracted SEND consultants
- Medication Services

Retention – How long do we keep your information?

We will keep your information for the duration of our work with you and up to 2 years following beyond the duration of a student's career in education or training. For most young people the age

at which they are in education or training will be 19; for those with an Education and Health Care Plan it will be 25.

Where can I find further information?

Sefton Council is registered as a Data Controller with the Information Commissioner's Office (Registration number- Z6451588). Further details can be found via the Information Commissioner's Office website <https://ico.org.uk>.

Your data rights

Right to be informed

This Privacy notice is a way of informing you of how your personal data is used under data protection legislation.

Data subject rights

You have the right to:

- access your personal data (via a subject access request)
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

Further information

If you would like further information about this privacy notice, please contact the Travel Support team at the following email address: Travel.Support@Sefton.gov.uk or call us on 0151 934 3399

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. If we have been unable to help with your enquiry or you are unhappy about the way we have handled your personal data, you can contact the Information Commissioner at <https://ico.org.uk/concerns/> who regulates data handling and can provides more information on the rights available to you.

Sefton's Data Protection Officer can be contacted at:

Telephone: 0345 140 0845

E-mail ino.information@sefton.gov.uk

Your right to make a complaint

Details about how you can make a complaint can be accessed via the website at the following link: [Compliments, Comments, Complaints and Whistleblowing Policy \(sefton.gov.uk\)](#)