

PRIVACY NOTICE – TRANSPORT CO-ORDINATION

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

We collect and hold information about you in order to process applications for assisted travel, we will need this information in order to ensure applications are assessed and processed appropriately taking all relevant information into consideration.

Why do you need my information?

The Council is responsible for providing transport to those who are eligible. We need the requested information in order to make informed decisions and a full assessment for the decision making criteria and to ensure transport can be provided safely.

What legal basis allows you to use my information?

The lawful basis for processing your personal data is contained in the 'Public Task' category as we need the information to carry out our functions as set out in law in accordance with the Education Act 1996, Education & Inspections Act 2006, Health & Social Care Act 2008, Transport Acts 1985, 2000, 2010.

Do I have to provide this information and what will happen if I don't?

You are required to complete all aspects of the transport application form, if you do not provide all required information we will not be able to fully assess your application for assisted travel and subsequently will not be able to offer or provide transport.

Who will my information be shared with?

The information you provide may be shared with other Council departments including Education and Social Services as required. It may also be shared with schools, day care centres and with transport providers where transport is provided by a third party contractor.

How long will you keep this information for and why?

The information you provide will be retained for the period that transport services are provided, records will be held for seven years thereafter in accordance with the Council's retention policy.

How will my information be stored?

Information will be held securely on a bespoke transport system.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete

Right to object to certain types of processing only

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk