

School and Vulnerable Adults Transport Service Privacy Notice

Our core data protection obligations and commitments are set out in the Council's Corporate Privacy Notice on our website at [Data Protection – Privacy Notice](#).

This notice provides additional privacy information for Individuals using the School Transport Service / Adult Social Care Transport.

Purpose(s)

We collect and obtain your personal information for the following Purpose(s):

- Assessing transport eligibility and making arrangements for home to school transport and transport of vulnerable adults;
- For the application process;
- For identification purposes;
- To communicate with you; and
- The information you provide may be verified against information held by other council services and used in the prevention and detection of fraud.

Categories of personal data

We may collect personal data or special category data.

Personal data

The type of personal information collected from you for School Transport is as follows:

- Parents/Carers Name;
- Address;
- Contact details (email address, telephone number(s));
- Child's Name requesting service and also sibling(s) details;
- Date of Birth;
- School details;
- Details of service required including details around Mobility Impairment/Disabilities or other relevant medical information;
- Social and personal circumstances to allow us to agree the eligibility for the service including working arrangements; and
- Emergency Contacts.

The type of personal information collected for Adult Social Care Transport is provided by the Adult Social Care Service with your consent and covers the following:

- Name;
- Address;
- Contact details (email address, telephone number(s));
- Date of Birth;
- Details of service required including details around Mobility Impairment/Disabilities or other relevant medical information; and
- Social and personal circumstances to allow us to agree the eligibility for the service.

Special category data

We may also collect special category personal data that may include:

- Physical (Including Impairments/Disabilities) or mental health details; and/or
- Existence of an Education, Health Care Plan (**EHCP**)

Legal basis for processing

Under Section 508B and Schedule 35B of the Education Act 1996 local authorities are under a duty to provide free school transport to “eligible children”.

The Care Act 2014 establishes that Adult Social Care has a legal duty to provide transport to service users who are eligible for social care support in certain circumstances. This is subject to meeting Adults transport access criteria.

The legal basis for processing your personal information is also covered by:

- GDPR Article 6 (1)(b) – You have entered into a contract/agreement with us;
- GDPR Article 6 (1)(c) – It is required by law;
- GDPR Article 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; or
- You have given your consent.

We also collect special category data, such as physical, mental health needs and our lawful basis is GDPR Article 9(g) Substantial public interest.

Information sharing/ recipients

We may share personal information about you with the following organisations:

- Schools;
- Other Council services;
- Third Party transport providers; and
- Department of Education.

How long we will keep your data for and why

We will only retain information for as long as it is required. A copy of the council’s retention schedule is available on request.

We will hold your data on council systems for up to 6 years after receiving your application for this service.

If your child receives transport assistance, we will hold your data for 6 years after you child has ceased to be transported.

After this time your data will be securely destroyed.

Transferring data outside the European Economic Area

Your information is not processed outside of the European Economic Area.

Your rights

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

Data Protection Officer

If you have any questions or concerns about how we use your personal information, please contact the Data Protection Officer at information.governance@tameside.gov.uk or by calling 0161 342 8355.

Automated Decisions

No automated decisions are made throughout this process

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Data Protection](#) page.