



# Integrated Transport Unit and Road Safety Privacy Notice

Document control		
Document title	Integrated Transport Unit and Road Safety Privacy Notice	
Purpose		
Author		
Date of publication	22.05.18	
Valid until	22.05.19	
Owner/responsibility	Stephen Chapman	
Distribution	LanConsent/Other	
Version	Date	Comments
Version 1.0		



## **Integrated Transport Unit and Road Safety Privacy Notice**

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

Wigan Council and organisations who work on behalf of us, collect, store and process personal and sensitive information about children, young people, adults and their families. This information enables us to carry out specific functions that we are responsible for. We recognise the need to treat personal and sensitive data in a fair and lawful manner.

No personal information held by us will be processed unless the requirements for fair and lawful processing can be met. Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council's primary privacy notice](#).

### **This notice provides additional privacy information for:**

- Applicants and service-users of the Integrated Transport Unit and Road Safety;
- Contracted drivers

### **It lets you know how we collect, use and share personal information about you or children or adults you have responsibility for:**

- Before, during and after your relationship with us ends, and;
- The types of personal information we need to process, including information the law describes as ‘special because of its sensitivity’.

It's important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

### **We collect Special Information:**

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information may consist of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

## Purpose(s)

The main purposes for processing your personal information are:

- To assess eligibility for Home to School transport, including:
  - Special educational needs, disability or mobility problems eligibility
  - Statutory walking distances eligibility;
  - Unsafe route eligibility;
  - Extended rights eligibility (e.g. assessing free bus pass eligibility)
- To make safe transport arrangements for Home to School travel for eligible children and young people;
- To make safe transport arrangements for adults referred through the Council's Adult Social Care service;
- To promote sustainable travel and transport and make assessments for Independent Travel Training of children and young people;
- To fulfil a statutory obligation.

## Categories of personal data

In order to carry out our activities and obligations, the information we will process, if relevant, includes:

- Personal and contact details such as title, full name, address, telephone numbers, email addresses;
- Personal demographics including date of birth, age, gender, marital or civil partnership status;
- Details about family members (e.g. other children or family members in your household; or other relatives connected with the care of the service-user)
- Financial information relevant to assessing eligibility;
- Names of schools / education establishments; school year group

## Special Categories

- Health, medical conditions or mobility and support needs;
- Details of needs and abilities of service-users including emotional, social and behavioural; learning difficulties, physical disabilities or impairments;
- Information contained in an Education, Health and Care plan (EHC plan);
- Offences (including alleged offences), criminal proceedings / investigations, outcomes and sentences.

## The legal bases we rely on for processing your personal information are:

We rely on the following legal bases to process your personal information:

- Education Act 1996 (in particular Sections 508A, 508B; and Schedule 35B);
- Care Act 2014

If we intend to use your information beyond legal obligations or to exercise specific rights we will seek your consent to process your information and full guidance will be provided.

## **AUTOMATED DECISION-MAKING**

All the decisions we make about you involve human intervention.

## **COOKIES**

To find out how we use cookies please [see our cookie notice](#).

## **DATA SHARING**

In addition to the general reasons for information sharing described in the Council's primary privacy notice, we may share your information with:

- Suppliers delivering a contract on behalf of the Council
- Educational establishments
- Adult Social Care services;
- Children and Families services
- Disclosure and Barring Service (DBS)

We will also collect or receive information from the following sources, including:

- Information you give us directly as an applicant, contracted driver or service-user; or on behalf of the service-user e.g. parent, guardian, carer;
- Education establishments e.g. schools, colleges;
- Adult Social Care services;
- Children and Families services
- Education Business Intelligence Unit

## **DATA RETENTION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements. We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information.

- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **RIGHT TO WITHDRAW CONSENT AT ANYTIME**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations as detailed above.

If you wish to withdraw consent you should contact the Integrated Transport Unit, PO Box 100, Wigan, WN1 3DS in writing who will process your request within 14 days.

## **YOUR RIGHTS**

In addition to the above you have legal rights in relation to your personal information. You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation. Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information you should visit our website where you can make a [subject access request](#) or write to us: Wigan Council, PO Box 100, Wigan WN1 3DS.

## **DATA PROTECTION OFFICER**

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

### **CHANGES TO THIS PRIVACY NOTICE**

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.