



TRANSPARENCY NOTICE HOME TO SCHOOL TRANSPORT TEAM

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you. We will keep your information (data) secure at all times.

1. Who we are.

- a) The Controller for the information we hold is Wakefield Council. Contact details: Tel 01924 306112. Email dataprotection@wakefield.gov.uk
- b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details: David Atkins, Team Manager, Admissions, Transport and Free School Meals, Room 42, County Hall, Wakefield WF1 2QL
- c) The Council's Data Protection Officer is the City Solicitor. Contact details: Tel. 01924 305211. Email dpo@wakefield.gov.uk.

2. How we use your data

The Home to School Transport Service needs to collect the following information about you and your child:

- Full names and address details
- Date of birth of your child
- Contact telephone numbers (in case of emergency)
- Name and address of school/college (including school/college session times)
- Social Worker / Family Support Worker details
- Family circumstances (eg benefit entitlements, other children in the household)
- Details of your child's special educational needs / difficulties and disabilities / mobility issues / behavioural difficulties
- Specific medical information
- Financial / bank details
- Photographic evidence (for travel pass only)

We use this information so that we can determine whether your child is eligible to receive travel assistance to and from home/college and what (if any) support should be provided.

We will also use the information to assess low income eligibility to determine whether you should make a contribution towards your child's post 16 transport charges (where appropriate) and to make personal transport payments if you have elected to receive such payment.

Information will be used to respond to your queries and complaints.

To enable us to provide our service to you we will share your information within Wakefield Council (Passenger Transport, Finance, Special Educational Needs Assessment and Review Team, Social Services) and partner agencies including the Department for Education, NHS and schools and colleges. The information may also be shared with West Yorkshire Combined Authority (WYCA) and where necessary Passenger Assistants and Taxi Operators/drivers.

Should you decide not to provide any of the information we request from you we will be unable to process your application for travel assistance.

3. What authority does the Council have to collect and use this information?

- a) Processing is necessary for the performance of a contract with the Data Subject or to take steps to enter into a contract
- b) Processing is necessary for compliance with a legal obligation
- c) Processing is necessary to protect the vital interests of a Data Subject or another person
- d) 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

4. How long will we keep your data?

We will keep your personal information collected for the purposes detailed in Section 2 for the following periods:

- Children in receipt of assisted transport will be kept for 25 years following their statutory leaving age from school
- The Children Act 1989 states that Looked after Children data has to be kept for 75 years from birth.
- Bus pass applications will be kept for 6 years following the last day travel assistance was provided
- Financial details will be retained for 6 years.

5. Rights of the Data Subject

Under the General Data Protection Regulation (GDPR) you have the following rights:-

Right of Access

You have a right of access to the personal information that the Council holds about you and/or the right to be given a copy of the data undergoing processing

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner. Please find contact details below:-

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.