

PRIVACY NOTICE - HOME TO SCHOOL TRANSPORT

The following information provides details on how we may collect, use and where appropriate share personal information in relation to planning in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

<p>Why we collect your information</p>	<p>Hartlepool Borough Council will collect your personal information for the provision of the Council's home to school travel schemes including:</p> <ul style="list-style-type: none"> • Mainstream transport • Home to school transport • Special education needs transport <p>The information is used so that the Council can determine your eligibility for assistance under the scheme(s) and for the provision of the scheme(s), to those eligible.</p>	
<p>What information do you collect about me?</p>	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> • Your name • Contact details such as address, telephone numbers and email addresses • Details of pupils applying for travel assistance including, name, data of birth, school attended, any previous schools attended, date of attendance at school • Details of entitlements you or child receive such as free schools meals and working tax credit. 	
<p>Will you collect more sensitive personal information about me?</p>	<p>We do not collect information categorised as sensitive for the purposes providing mainstream or home to school transport service.</p> <p>We may need to collect health and medical information for those applying and/or using special education transport on the basis of public interest.</p>	
<p>How will you collect personal information about me?</p>	<p>We collect personal information through a form and we will access existing information held on the Councils Education Management System</p>	
<p>How will the Council use the information it collects about me?</p>	<p>Most commonly, we will use your personal information in the following circumstances:</p> <ul style="list-style-type: none"> • processing is necessary for compliance with a legal obligation to which the controller is subject. • 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 	
	<p>Reason for processing</p>	<p>Basis</p>

<p>In what situations will you use my personal data?</p>	<ul style="list-style-type: none"> • We will use your personal data in order to assess eligibility against pre-determined criteria for travel assistance • Planning of home to school transport provision across the borough • Provision and operation of home to school transport 	<p>Legal: Education Act 1996 (section 508A) and the Education and Inspections Act 2006</p> <p>Public interest</p>
<p>What if I don't want to provide the Council with my personal information?</p>	<p>Unfortunately if you do not provide the information as described above we will be unable to assess your pupil's eligibility for assisted home to school transport or be able to provide them with transport.</p>	
<p>Will you share my personal information with third parties?</p>	<p>It may be necessary to share your information with other third parties in order to provide a home to school transport services. These may include:</p> <ul style="list-style-type: none"> • Transport operators contracted by the Council to provide transport. 	
<p>Which third parties process my personal information?</p>	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> • Northgate Public Services – The Council's IT provider Northgate may have to access the system on occasions where there is a fault • Transport Operators – providing transport on behalf of the Council. 	
<p>How long will you keep my data</p>	<p>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 legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from www.hartlepool.gov.uk/retention-schedules.</p>	
<p>Your rights in connection with personal information</p>	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> • have inaccurate or incomplete data we hold on you corrected • request the erasure of personal data we hold • object to processing • request the restriction of processing of your personal data • request the transfer of your personal data • Request access to your personal information <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p> <p>For further information on your rights please visit: www.hartlepool.gov.uk/GDPR</p>	