

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

Environment and Transport – School Transport

What Information do we need from you?

We may record the following data about you: your name, address, contact details, school and details of the service user if not the same. The details of the service user include data regarding health, special educational needs and financial circumstances.

For some students we may need to collect certain financial information for the purposes of collecting charges or making payments for transport services. This will be held and processed in accordance with financial processing regulations and used only for the purposes of providing school transport.

Why do we need this?

We need this information so that so that we can provide the service you require and to assist with our future planning and service delivery.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using the performance of a public task condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case if we are processing sensitive personal data it will be for the health and social care purposes of the passenger.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, if we are required to do so by law, or assess and improve our services. We do not plan to use it for any other purpose or share it for any other use with anyone else. We will use the minimum amount of personal data necessary for each purpose. When it is necessary, we may disclose your personal information to the following organisations:

- other Council Services,
- appropriate schools,
- licensing authorities,
- our approved Transport Operators,
- contractors commissioned to help us improve our services.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service it will be as long as the child accesses school transport + 12 months for those eligible, for non-eligible the information will be held for 6 months. For contractors, driving point information is kept active on a framework and removed after 12 months.

What if something changes?

If the information you provided changes or your circumstances change please contact etdataprotection@leics.gov.uk If we need to change something like who we want to share this information with, we will ensure that this Fair Processing Notice is updated and re-published.

E&T School Transport FPN. Version 5 from 28/04/2025