

## **Fair Processing Notice for Environment and Transport Department – Schools Transport**

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

### **Information we need from you**

We may record the following data about you: your name, address, contact details, 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.

### **Why we need this**

We need this information so that so that we can provide the service you require.

### **Why we are 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 we'll 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, or if we are required to do so by law. We do not plan to use it for any other purpose or share it for any other use with anyone else. When it is necessary, we may disclose your personal information to the following organisations: other Council Services, appropriate schools and our approved Transport Operators.

### **How we'll 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 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.

### **If something changes**

If the information you provided changes or your circumstances change please contact [etd.secretariatrooms@leics.gov.uk](mailto:etd.secretariatrooms@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.

### **Your rights**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data,

objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Policy and Assurance Team.

[policyandassurance@leics.gov.uk](mailto:policyandassurance@leics.gov.uk)

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)