

Privacy Notice

Integrated Passenger Transport



North Yorkshire
County Council

This Privacy Notice is designed to help you understand how and why the Integrated Passenger Transport team processes your personal data for contracts and commissioning of services and fleet management. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Integrated Passenger Transport (IPT) team facilitates the provision of home to school transport, health and adult transport, community transport and local bus services using both internal and external transport providers.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

Of the person to be transported details which may include the following –

- Name
- Address
- Email
- Telephone number
- Date of birth
- Disability/medical conditions
- Your parent's/guardian's/carer's details where appropriate

Fleet management collect name, address, and contact details of the person who the fleet/lease vehicle has been allocated to.

Why do we collect your personal information?

We collect personal information in order to facilitate the delivery of passenger transport services. This includes the information of both passengers and contractors.

We collect business information and contact details in order to facilitate the service delivery and payment of transport services.

Who do we share this information with?

In order to assess transport need, the team access information from Children and Young People's services, and Heath and Adult Services. We also share with health professionals, training providers and schools.

Information such as name, address, DOB and individual specific requirements may be shared with transport providers in order to ensure that the most appropriate transport for an individual can be provided.

How long do we keep your information for?

Data held	Retention period
Contract Information	Current year plus 6
Transport need for each child	Transport need is kept on individual child's records. This is usually until the 25 th birthday, but please see Inclusion and Looked After Children's privacy notice at https://www.northyorks.gov.uk/privacy-notice for more details about those files. In line with Children's records, please see the CYPS general privacy notice ,

What is our lawful basis for processing your information?

The Education Act 1996 (as amended) Sections 508B and 508C make provision for the County Council to ensure that suitable travel arrangements are made, where necessary to facilitate a child attending school.

The Council processes personal information as part of its public task and special category data is processed in line with substantial public interest.

The Council uses its legitimate interests to process data in relation to the maintenance of its fleet.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).