

Privacy Notice

Corporate Travel



North Yorkshire
County Council

This Privacy Notice is designed to help you understand how and why the County Council processes your personal data in relation to corporate travel. 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 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
infogov@northyorks.gov.uk // 01609 53 2526

What personal information do we collect?

In order to arrange corporate travel we require your name and corporate email address. We may also require information about any specific needs (such as wheelchair access or allergies).

Why do we collect your personal information?

We require your name and email address so that we can confirm your booking and share relevant information with you in relation to your booking as well as responding to queries/issues with bookings. The Buying team will use the information held in Lagan to analyse the data around travel and accommodation to understand and determine whether any efficiencies can be made.

Who do we share this information with?

Internally – Procurement and Contract Management Service.
Externally - travel and accommodation 3rd party provider.

How long do we keep your information for?

We will retain booking and travel information for 6 years due to the need to be able to audit travel expenses.

What is our lawful basis for processing your information?

Article 6 1 (b) – For the purposes of the employment contract.

Article 9(2)(b) - Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment

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](#).