

Privacy Notice (How we use your information)

Passenger Travel and Transport – Privacy Notice for Children and Parents/Carers (Service Users)

Passenger Travel and Transport comprises of the Travel Assessment Unit, and the Transport Team. The teams are responsible for assessing the needs of children and families, and making suitable home to school travel and transport arrangements for eligible children and young people who have additional needs, including special educational needs, disabilities and mobility difficulties. The Transport Team also arranges transport on behalf of other Council services including Adult Services, short breaks/respite, and after school/holiday clubs.

This Privacy Notice sets out how both yours and your child's information is collected, processed, held, shared and retained.

The categories of information that we collect, process, hold and share include:

- Personal information, including:
 - Yours and your child's name
 - Yours and your child's address
 - Your child's date of birth
 - The address of your child's school and any other facilities your child uses, such as after school clubs, which we will provide transport to/from.
 - Your telephone number/emergency contact details
 - Details of yours or your child's receipt of certain types of welfare benefits, including free school meal entitlement and working tax credit

- Special category data including:
 - Your child's gender
 - Health information relating to yours or your child's medical, physical, mental health and special needs

Why we collect and hold this information

We use this personal data in order to:

- Assess your child's requirements with regards to school travel and transport.
- Provide suitable travel arrangements/transport assistance to your child.
- Provide support to enable your child to access school or college, respite/short breaks and after school clubs (as appropriate).
- Enable us to carry out specific functions for which we are responsible.

- Assess the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about you and your child under Article 6(1)(c) and 6(1)(e) of the GDPR, in order to fulfil our statutory obligations and to perform a task carried out in the public's interest.

The processing of special category data is lawful under Article 9(2)(g) of GDPR, as it is necessary for reasons of substantial public interest, and as part of our obligation to ensure adequate school and transport arrangements for your child.

We have a legal obligation to provide transport to children (subject to completion of an assessment) under:

- The Education Act 1996
- The Education and Inspections Act 2006
- The Equality Act 2010

Storing this information

We will hold the information about you and your child securely, and for no longer than reasonably necessary.

Where travel arrangements/transport is not provided, we will retain yours and your child's personal data for 1 year from the date the appeal process has been concluded, or from the date of the decision where no appeal is made.

Where travel arrangements/transport is provided, we will retain yours and your child's personal data for six years following your child's 18th birthday. This is to enable us to investigate any queries or complaints raised within this time period.

Who we share this information with

We may share this information (if relevant) with:

- Other services within Kirklees Council including:
 - Our Passenger Assistants, who may support your child with transport arrangements
 - Special Educational Needs and Disability Assessment and Commissioning Team (SENDACT)
 - Disabled Children's Team
 - Social Work teams
 - Post-16 Team
 - Short Breaks
 - Young People's Activity Team
 - Customer and Exchequer (as relevant for bus pass applications)

- Other partners
 - Your child's school and/or any other facilities which your child uses and which we provide travel arrangements/transport to/from.
 - Our transport providers, including operators and drivers, so that they can deliver transport arrangements.
 - Professionals/services involved in delivering a suitable travel arrangement.
 - Health services such as Locala and Wheelchair Services.
 - West Yorkshire Combined Authority (if relevant)
 - West Yorkshire Police, if necessary, to ensure the safeguarding of a child, or to report a crime.

Why we share this information

We share information with the above departments/organisations in order to provide suitable travel/transport arrangements for your child and to ensure child protection, safeguarding and health and safety requirements are in place/met.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

Travel Assessment Unit on 01484 221000 (ask for Travel Assessment Unit) or email travel.assessment@kirklees.gov.uk

Transport Team on 01484 221000 (ask for School Transport Department) or email school.transport@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.