

Privacy Notice for School Transport Appeals

The School Transport Team at Kirklees Council is responsible for managing school transport appeals for children and young people who may be eligible for assistance with travel to and from school. This includes appeals relating to eligibility, distance, special educational needs, disabilities, and other exceptional circumstances.

The categories of information that we collect, process, hold and share in relation to you include:

Personal information

- Parent/guardian and child's name, address, and contact details
- Child's date of birth and school details
- Details of the appeal, including reasons for the request and supporting evidence
- Medical or educational information (if relevant to the appeal)
- Any correspondence or documentation submitted as part of the appeal
- Information from other council departments or external agencies (where relevant)

Why we collect and hold this information

We use this personal data in order to:

- Assess and determine the outcome of your school transport appeal
- Ensure compliance with statutory duties under the Education Act 1996 and the Children and Families Act 2014
- Support safeguarding, health and safety, and equality of access to education
- Maintain accurate records of appeal decisions and outcomes

We will not share your personal information with any third parties unless required or permitted by law.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(e) and Article 9(2)(c) of the GDPR, in order to fulfil our statutory obligations under the Education Act 1996 and the Children and Families Act 2014.

We collect and process 'special category' information under Article 9(2)(g) and 'criminal conviction' information under Article 10, the processing of this information is necessary for reasons of substantial public interest, and that the collecting of this information is proportionate to the aim pursued with that aim being the protection of the public.

Storing this information

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

Who we share this information with

We may share this information (if relevant) with:

- Other departments within Kirklees Council (e.g. Education, Safeguarding, Licensing)
- Schools or educational settings (where relevant)
- Health or social care professionals (if applicable)
- Independent appeal panel members
- Legal representatives or advisors (if required)

Why we share this information

We share information with the above Departments/Organisations in order to provide suitable 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 privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

If you would like further information about this privacy notice, please contact the 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 call the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.