

School Transport Privacy Notice

This Privacy Notice applies to the School Transport service provided by Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#).

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

Purpose for processing

The services process personal information in order to assess your child's eligibility for school transport assistance either directly or jointly with partners and commissioned private and third sector providers. This includes:

- Assessing mainstream school transport applications
- Assessing special education transport applications
- Administering and managing school transport service
- Administering and managing school transport appeals
- Processing payments in relation to school transport services

Personal information collected and lawful basis

The service processes personal information which is relevant to individual cases which may include, but is not limited to, the following personal data:

- Your personal information (such as your name and address)
- Your date of birth, address, current school, prospective school
- Details about your household income, where parents apply for low income

School Transport Privacy Notice

The legal bases for processing this personal information are:

- Necessary to carry out tasks in the public interest in the official authority of the Data Controller
- Necessary for the performance of a contract

The special category personal data condition(s) for processing are:

- treatment

Who we may share your information with

about you with partner organisations where relevant to the individual and/or their service provision. These include but are not limited to:

- Teams within the Council working to improve outcomes for children and young people
- Transport teams within the Council
- Commissioned providers of local authority services
- Schools
- The gov.uk Notify Service, which sends out postal correspondence on our behalf

Subject to strict agreements describing how it will be used, your information will also be shared with:

- DDS Wireless International Incorporated, a third-party provider of Mobisoft Travel Centre (MTC) software used to manage the transport provision.

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact dataprotection@worcestershire.gov.uk to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.