

Privacy Notice (How we use your information)

Passenger Travel and Transport – Privacy Notice for School Transport Drivers*

**This is an outsourced function which is currently provided by private transport operators (Council Approved Operators).*

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.

The Transport Team approve drivers who work for Council Approved Operators and who will be transporting children and young people. This Privacy Notice sets out how a driver's information is collected, processed, held, shared and retained.

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

- Personal information, including:
 - Name
 - Address
 - Date of birth
 - Telephone numbers
 - Information regarding driving licence including licence number, vehicle type the driver is licenced for and restrictions
 - Licence endorsements
 - Taxi Licence details if relevant
 - Driver Qualification Card if relevant
 - Relevant information relating to issues such as performance and complaints

- Convictions and other relevant information relating to criminal activity
 - Applications require the disclosure of criminal convictions, and drivers undergo an enhanced Disclosure and Barring Service (DBS) check

Why we collect and hold this information

We use this personal data in order to:

- Determine your suitability as an approved driver for transport contracts/routes issued by Kirklees Transport Team.
- Ensure standards are met in relation to child protection, safeguarding and health and safety.

- Ensure the quality of services.
- 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 under Article 6(1)(e) 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 'criminal conviction' information under Article 10. The processing of this information is necessary for reasons of substantial public interest, in accordance with Schedule 1 of the Data Protection Act 2018. The collecting of this information is proportionate to the aim pursued, with that aim being the protection of the public and service users.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the duration that you provide transport services, and for a period of 6 years following the date that you last provide a transport service to our service. This is for safeguarding purposes and to assist with any investigation which may need to be conducted due to the receipt of a claim/complaint.

We may hold this information for longer, should we receive a claim or complaint associated with the service which you provide. Under these circumstances we may hold the information until your 65th birthday, or for 10 years after receipt of the claim or complaint, whichever is longer. This is in accordance with guidance associated with safeguarding children and young people.

Who we share this information with

We may share this information (if relevant) with:

- Other services within Kirklees Council including;
 - Kirklees Council Licencing Department
 - Local Authority Designated Officer (LADO) for Safeguarding
 - Family Support and Child Protection Team
 - Post 16 Team
 - Adult Services
 - Short Breaks services
 - Young People's Activity Team
- Other partners
 - Schools (if relevant)
 - Operator (if relevant)
 - Driver and Vehicle Standards Agency
 - West Yorkshire Combined Authority (if relevant)

- West Yorkshire Police (if necessary)

Why we share this information

We share information with the above Departments/Organisations in order to provide suitable transport arrangements for service users 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: 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.