

Privacy Notice (How we use your information)

School Bus Passes

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

- Parent/Guardian's Full Name
- Parent/Guardian's National Insurance Number
- Parent/Guardian's Date of Birth
- Parent/Guardian's Address and other contact details
- Child's Full Name
- Child's Address
- Child's School
- Child's Date of Birth
- Proof of your qualifying benefits (if needed)

Why we collect and hold this information

We collect this data to be able to lawfully process the Free School Transport Application you have submitted.

The data is held for the purpose of awarding Free School Transport to the right child based upon the:

- correct financial circumstances in the case of those living more than 2 miles from school and in secondary education
- distance only in the case of any other application.

We need to confirm with the West Yorkshire Combined Authority (METRO) that a successful application has been made and by whom so that they can issue a pass to the appropriate child.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(e) because Kirklees are exercising official authority which is laid down in Law in accordance with:

- Sections 444, 508A, 508B, 508C, 508D, 509AD and Schedule 35B of the Education Act 1996, as inserted by Part 6 of the Education and Inspections Act 2006.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for seven years in order to deal with the processing of school bus passes, and for the purpose of any enforcement action against fraudulent use. After this time your information will be deleted or archived.

Who we share this information with

We routinely share this information with:

- The West Yorkshire Combined Authority

Why we share this information

We share information with the above persons on a statutory basis, under the GDPR legal basis of 'Public Task'. This data sharing enables us to process and Safeguard the School Bus Passes scheme for yourself and other applicants.

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 www.kirklees.gov.uk/privacy

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

Rachel Tedder

School Bus Passes Team

Phone 01484 221000

Email: Free.buspases4schools@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.