Our core data protection obligations and commitments are set out in the council’s [Primary Privacy Notice](https://yourzone.salford.gov.uk/knowledge-zone/how-we-do-things/information-data-and-analysis/childrens-services-data/privacy-notices/) and on our website at [Data Protection legislation](#).

**Service Name**: Passenger Transport Unit


This notice provides additional privacy information for: Parents and carers of students in receipt of SEND Home to School transport services

**Purpose(s)**

We collect [or obtain] your personal information to enable appropriate allocation provision and operational management of SEND transport services

**Categories of personal data**

In order to carry out these purposes we collect and obtain:

- Student Name
- Date of Birth
- Address details
- School attending
- Next of kin contact details
- Emergency contact details
- “In Transit” personal care needs information

**Legal basis for processing**

*The legal basis for processing your personal information is:*

To enable appropriate allocation provision and operational management of SEND transport services, this is a statutory duty for the authority.

**If statutory or contractual**

*Consequences if information is not provided*

If you do not provide certain information when requested, we may not be able to provide the SEND transport service for you or your eligible person which may be prevent the Passenger Transport Unit and Salford City Council from complying with our legal obligations to enable fair access to education and services for students with SEND.

**Information sharing/recipients**

*We may share personal information about you with the following types of organisations:*

Operational staff and other departments within People Directorate and Salford City Council and Schools attended, where the welfare and wellbeing of a student is a concern and to provide continuity of service for the student.

SEND transport suppliers, to enable operational planning, allocation and fulfilment of an SEND student passenger transport requirement by the service supplier

Automated Decisions; For this service all the decisions we make about you involve human intervention
Data retention/criteria
Our Retention Schedule outlines how long we retain certain types of information for and this is viewable from this link https://www.salford.gov.uk/your-council/council-and-decision-making/data-protection-act-1998/

Rights of individuals
Complaints (ICO) https://ico.org.uk/

Information about exercising your rights raising a concern with us, or making a complaint to the Information Commissioner is accessible here; https://yourzone.salford.gov.uk/media/3671/scc-guide-exercising-your-rights-v1-0-3-may-2018.pdf

Updates (notice)
We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details https://yourzone.salford.gov.uk/knowledge-zone/how-we-do-things/information-data-and-analysis/childrens-services-data/privacy-notices/