

Privacy Notice
Integrated Transport
Unit

Updated 30th June



Integrated Transport Unit

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- People accessing the Integrated Transport Unit
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to the Integrated Transport Unit
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purposes

We collect your personal information for the following purposes:

- processing applications for travel assistance from home to Early Years, school and college provision.
- Providing appropriate travel assistance

Categories of personal data

- child's name
- child's address
- child's date of birth
- child's education history
- parents' name
- parents' address
- parents' contact details (telephone/email)
- entitlement to low-income benefits
- child's medical needs (if necessary)
- child's special educational needs (if necessary)
- parents' medical needs (if necessary)
- any other information parents provide for consideration for assistance with travel

Legal basis for processing

The legal basis for processing your personal information is:

- Education Act 1996 as amended by the Education and Inspections Act 2006

With regards to special category data (Sensitive), where this is being processed we rely on Article 9(2)(a) and (g) of the GDPR, i.e. explicit consent and substantial public interest

if you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share personal information about you with the following:

- authorised teams within Bolton Council working to improve outcomes for children and young people
- commissioned providers of local authority services - such as education or health services
- schools, colleges, academies and early years providers as well as wider education or training providers
- local multi-agency forums which provide SEND advice, support and guidance
- Educational Psychologists
- partner organisations which may include NHS teams, health visitors, midwives, district councils, housing providers, Police, school nurses, doctors and mental health workers
- other local authorities and social care or health providers outside of the Local Authority
- Department for Education
- providers of independent advice and guidance - such as contracted SEND consultants
- mediation services
- Transport operators
- Local councillors or MP's acting on your behalf
- Other local authorities

We will share personal information with law enforcement or other authorities if required by applicable law

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- Special Educational Needs and Disability Advisory Service, Bolton Council

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention.

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements and in line with the council's data retention policies.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy 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. This Notice was last updated on 30 June 2023.