Education Transport Privacy Notice

schooltransport@nelincs.gov.uk
01472 326291

1. Who we are:

We are the council for all parts of North East Lincolnshire and we offer lots of services for children and families including education transport.

2. Why we keep personal information about you?

We aim to give you the best possible care and services.
To do this we must keep records about you and the care and services we offer you.

3. What information do we keep about you?

The information we hold about you includes your name, details of your education transport journeys and any support or assistance you may require in relation to those journeys, this may include information about any additional needs you may have.

4. How do we collect information about you?

When you apply for Education Transport we will ask a number of questions about you to ensure we put in place the right provision for you, this includes information from your family, your school or other professionals involved in your care and education.

5. How do we use your information?

We hold information about you so that we can deliver our services including Education Transport.

Who do we share your information with?

Sometimes we have to share information we have about you. For example:

- with the Education Transport Provider providing your transport
- to help your school teach and look after you
- when our services are inspected
- sometimes we may need to share your information if you are at risk of harm or may be causing harm to others
- if the Police have asked for information to investigate a crime
- if the court has asked for information

6. How long do we keep your information for?

We keep your information as long as it is needed to help you, normally 6 years from when your education transport ceases.

7. Who can see your information?

Your information is only seen by people who work for us such as the education transport service, social worker if applicable and education transport providers.

8. Your Rights

- We only keep information about you that we really need. We do not share it unless we have to
- The law gives you the right to know what information we hold about you and to have a copy of this information
- There are some other rights you have such as having incorrect information about you corrected.

For more information visit www.nelincs.gov.uk\council-information-partnerships/information-governance/data-protection/

If you want to talk to us about how we use your information you can call 01472 323372 or email transparency@nelincs.gov.uk