



WARRINGTON

Borough Council

Privacy Notice

Families and Wellbeing – Mainstream School Transport

Why we need your information

Warrington Borough Council, are the data controller for the purpose of the Data Protection Act, we take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Act.

The information collected in relation to your application for travel assistance to a mainstream school allows us to check your child's eligibility for free transport. By completing an application you are giving consent for the processing of personal data for the purposes described in this Privacy Notice.

The type of information that is collected

In order to process applications for travel assistance to a mainstream school the following information is collected:

- Your child's name, date of birth, gender;
- address where the child ordinarily lives;
- details of previous address if you have moved in the last 12 months;
- parents name and contact details;
- current education provision;
- details of the child's journey and the mode of transport requested
- confirmation of entitlement to benefits which would make you eligible for travel assistance to a mainstream school

Who the information may be shared with (internally and externally)

Agencies we will share the information with:

- Education providers to advise them of children's entitlement to travel assistance
- Other teams within the LA so that the appropriate form of pass/mode of transport be issued

We may also use the information you provide for the following purposes:

- For the prevention and/or detection of crime or fraud;
- For research and statistical purposes, where data will be anonymised.

How information will be used

The information you will provide on your application for travel assistance and any supporting papers will be used to:

- process your application;
- contact you in relation to your application.

Protecting your information

Your application form and any supporting information will be stored securely by the school Admissions Team both electronically and in hard copy. Any data shared outside the Council will be transferred in a secure, electronic format.

How long we keep your information

- Children who are subject to Child Protection or Looked After Children information will be retained in accordance with the appropriate legislation
- Children who have an Education, Health and Care Plan or have had a Statement of Special Educational Needs, information will be retained until they reach the age of 35 years.
- All other children, information will be retained until they are 25 years of age or 15 years after they leave education, whichever is the longest.

Your rights when it comes to your data

The accuracy of your information is important to us, if you change your address or if any other information we hold is inaccurate or out of date, please email us at schooladmissions@warrington.gov.uk

You have the right under the data protection Act 1998 (General Data Protection Regulations) to request a copy of your information and to know what it is used for and how it is shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpages on Requests for Information available at

https://www.warrington.gov.uk/info/201121/access_for_information/2352/request_for_information

In the event that you no longer wish us to process the information for the purposes described in this Privacy Notice you may withdraw your consent at any time giving us written notice. You should understand, however, that we may nevertheless need to continue processing some or all of your personal information in accordance with our statutory obligations.

How to complain if you are unhappy about how your data is used

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you wish to make a complaint then please contact us using one of the methods below:

Use the **online complaints form**

- Email us at: contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5 New Town House, Warrington, WA1 2NH
- Visit us at: Contact Warrington, 26-30 Horsemarket Street, Warrington, WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details:-

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org