

Your Data – SPT and MyBus

- SPT are the operators of MyBus, a bookable bus service offering door-to-door transport in your area.
 - If you wish to register for MyBus, you must call SPT on 0345 128 4025 or complete a [MyBus fast track booking form](#), which can be obtained from SPT's website, and send the completed form to SPT.
 - SPT collects and uses your personal information provided via telephone or through the [MyBus fast track booking form](#):
 - To enable us to administer the MyBus scheme;
 - To enable us to make decisions relating to eligibility under the scheme;
 - To enable us to develop improvements to the scheme;
 - To enable us to develop new schemes;
 - To monitor the effectiveness and efficiency of the scheme;
 - For market research and analysis; and
 - For training and testing purposes.
 - We collect and use the following **personal information** about you that you provide when registering for MyBus or renewing your existing or applying for a replacement MyBus card:
 - Full name;
 - Date of Birth;
 - Full postal address;
 - Telephone number; and
 - E-mail.
- If you contact SPT, we may also keep a record of that correspondence as long as is reasonably necessary.
- We collect and use the following **special category data** about you that you, or your health professionals, provide when registering for the MyBus scheme or renewing or applying for a replacement MyBus card:
 - Health details (i.e. accessibility requirements); and
 - Employment details (i.e. allowances that you receive).
 - SPT will extract from the above information the following:
 - Full name;
 - Date of Birth;
 - Full postal address;
 - Telephone number;
 - E-mail; and
 - If necessary, health details (i.e. accessibility requirements to use MyBus).

and will share this with the relevant MyBus Operator, in order to allow the Operator to deliver the transport services under its contract(s) with SPT for the provision of MyBus transport services.

- We will keep and use it proportionately to enable us to deliver the MyBus service to the customer effectively, lawfully and appropriately. This includes using information to enable SPT to comply with any legal requirements, pursue the legitimate interests of SPT and protect our legal position.
- SPT will keep your original [MyBus fast track booking form](#) for a period of six (6) months.
- As and when any changes are made to the information SPT receives from you in connection with the MyBus registration process, this notice will be updated.
- You can also authorise a person to make your MyBus appointments/arrangements with SPT on your behalf. To allow SPT to share your personal information with any other person, or allow another person to make arrangements for you, we need your formal authorisation in favour of that person. We can provide you with more information about that. Please contact us directly at infogov@spt.co.uk
- If you do not wish SPT to use your personal information as described above then you should not register for MyBus by calling SPT on 0345 128 4025 or completing [MyBus fast track booking form](#) and sending this to SPT.

Your rights and how to exercise those rights.

We have a special part of our website dedicated to the new rights that data subjects have under the GDPR. You can [find that here](#).