



Strathclyde Partnership for Transport

Privacy Notice - Drivers/Attendants and the Protection of Vulnerable Groups (“PVG”) Scheme

Who we are/the service

Strathclyde Partnership for Transport (“SPT”) is, in terms of the Transport (Scotland) Act 2005, the Regional Transport Partnership (“RTP”) for the west of Scotland, covering 12 local council areas and has its main office at 131 St Vincent Street, Glasgow, G2 5JF.

SPT acts as an umbrella body in respect of the vetting process for drivers and/ or attendants (“Applicants”) who are, or are proposing, to undertake regulated work for Transport Operators who deliver Mainstream School Transport Contracts for 11 of the local Council areas, and ASN/ SEN School Transport Contracts for 5 of those Council areas.

This Privacy Notice explains how SPT collects and uses personal data in relation to PVG Scheme Applicants.

Personal data we hold

- Name(s)
- Maiden name (if applicable)
- Address and any former address
- E-mail address
- Date of birth
- Telephone number(s)
- National insurance number
- PVG membership number
- Payment details

We may also hold any relevant conviction and non-conviction information, which is processed similarly to special category data.

How we obtain your personal data

SPT receives the above data when you submit a PVG Scheme Application.

The purpose of processing your personal data

This data enables SPT to:

- process PVG Scheme Applications
- assist Councils to determine suitability of Applicants to be used on contracts on behalf of the Councils

The legal basis for using your personal data

We process your personal data lawfully and fairly in accordance with data protection legislation. Special category data and data related to criminal offences is processed as part of our statutory functions.

Specifically, the following legal bases apply to the processing of the personal and the special category personal data you have provided:

- Contract
- SPT's Public Task

How we store your personal data/ keep it secure

SPT is committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we collect from you.

The length of time we keep your personal data

SPT will retain your data for up to 4 years from your application or as long as it is necessary, reasonable and proportionate to do so in order to provide you with this service, and in line with our retention policies. Your personal data will be securely destroyed when no longer required by SPT.

Sharing your personal data

SPT will require to share your personal data only for disclosure purposes with:

- (i) Disclosure Scotland
- (ii) the relevant Council (to enable the Council to make a decision)
- (iii) your employer (once a decision is made)
- (iv) with any other body as required by law.

Your information rights

Your information rights include:

- Your right of access;
- Your right to rectification;
- Your right to erasure, in certain circumstances;
- Your right to restriction of processing, in certain circumstances;
- Your right to data portability, in certain circumstances;
- Your right to object to processing, in certain circumstances; and
- Your right relating to automated decision making.

If you make a request, we have one month to respond to you.

If you wish to exercise any of your information rights, please contact infogov@spt.co.uk or see SPT's Data Protection page (see www.spt.co.uk/dataprotection) for more information on how to do this.

How to contact us

The Data Protection Officer for SPT:

Valerie Davidson
Assistant Chief Executive
Strathclyde Partnership for Transport
131 St Vincent Street
Glasgow
G2 5JF

Telephone: 0141 333 3298

E-mail: info.gov@spt.co.uk

Complaints to the Information Commissioner

You can complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Web site: <https://ico.org.uk/>

Changes to this notice

SPT may update this Privacy Notice from time to time and will publish an up to date copy of the Privacy Notice here. This Notice is effective from March 2021.