



## **Strathclyde Partnership for Transport**

### **Privacy Notice – Policy and Planning**

#### **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.

Policy and Planning include activities such as updating and monitoring the Regional Transport Strategy as set out in the Transport (Scotland) Act 2005; strategic and corporate policy development; Transport Planning including data analysis, appraisal and business case development; funding and delivery of transport projects and initiatives; statutory participation in Planning and Community Planning and other Land Use Planning and Development matters; Environmental policy, plans and monitoring; and communicating, liaising, engaging and consulting with local authorities, other partners, stakeholders, elected officials and the public in regard to all of these activities.

This Privacy Notice explains how SPT collects and uses your personal data in relation to Policy and Planning.

#### **Personal data we hold**

- Name;
- Job Title (where relevant)
- Name of employer or stakeholder organisation (where relevant)
- E-mail address;
- Business telephone number, in some cases

#### **How we obtain your personal data**

Personal data is collected through at least one of the following:

- You have provided contact details when you responded to an engagement or consultation activity managed by Policy and Planning or one of our consultants working on behalf of SPT.
- Your contact details are made available on your organisation’s website or other publications and information that is already in the public domain.
- You are regularly in contact with SPT on matters related to Policy and Planning.

#### **The purpose of processing your personal data**

This data is used by SPT for the following purposes:

- To allow SPT to communicate, engage and consult with you on matters related to Policy and Planning.

#### **The legal basis for using your personal data**

We process your personal data lawfully and fairly in accordance with data protection legislation.

Specifically, the following legal bases applies to the processing of the data you have provided or we have collected:

- Public task
- Consent

### **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.

Where SPT engages third parties to process personal data on our behalf, they do so on the basis of clear written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of the data.

### **The length of time we keep your personal data**

SPT will retain your data for as long as it is necessary, reasonable and proportionate to do so in order to communicate, engage and consult with you on matters related to Policy and Planning. Your data will be held in line with our retention policies and it will be securely destroyed when no longer required by SPT or you have contacted us to withdraw your consent.

### **Sharing your personal data**

SPT may share your personal data with a third party to communicate, engage or consult with you on Policy and Planning matters.

### **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 withdraw consent
- Your right to restriction of processing, in certain circumstances
- your right to object

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](mailto:infogov@spt.co.uk) or see SPT's Data Protection page (see [www.spt.co.uk/dataprotection](http://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  
Chief Executive  
Strathclyde Partnership for Transport  
131 St Vincent Street  
Glasgow  
G2 5JF

Telephone: 0141 333 3298

E-mail: [info.gov@spt.co.uk](mailto:info.gov@spt.co.uk)

[insert name, version number and date]

## 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 November 2023.