



Strathclyde Partnership for Transport

Privacy Notice - Visitor Passes

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.

When you visit any of SPT’s premises you will be issued with a Visitor Pass to be worn throughout your stay. You may also be required to sign a visitors’ safety briefing.

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

Personal data we may hold

- Name
- Contact details
- Company name
- Photograph
- Car registration

How we obtain your personal data

You provided the above data when you signed in as a visitor on arrival at SPT premises, by completing the visitors’ register or via the Sign In App.

SPT obtained your data from All Things Code Ltd, who collect and store the data you submit via the visitor Sign In App in relation to your Visitor Pass on SPT’s behalf.

The purpose of processing your personal data

This data enables SPT to:

- assess and determine appropriate access to SPT Premises, in the interest of public health, safety and security
- issue you with a Visitor Pass

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 basis applies to the processing of the data you have provided:

- SPT’s Public Task
- Vital interests

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 personal data held in completed visitors' registers for 1 year after the last entry.

The Sign In App retains your information for 3 months. Your Visitor Pass will be securely destroyed immediately after you leave SPT's premises.

Where a visitor safety briefing is signed, this will be held digitally for 3 years in line with legal requirements.

Sharing your personal data

When processing your Visitor Pass, SPT may require to share your personal data with Police Scotland, the fire service, the NHS, the ambulance service and any other regulatory authority/relevant public body if they require this in connection with an incident or emergency.

SPT will not share your personal data in relation to your Visitor Pass with any other third party.

Third party sites

Please note that All Things Code Ltd host the Sign In App on SPT's behalf which means that their Privacy Policy (see <https://signinapp.com/docs/privacy/>) also applies to the processing of your personal data. Please ensure that you review their Privacy Policy to understand how this may affect your data.

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 object to processing, in certain circumstances
- 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 April 2021.