

PRIVACY NOTICE FOR

Independent Travel Training

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to Jonathan.Greenough@halton.gov.uk. If your query is regarding Independent Travel Training you can contact Dawn.holden@halton.gov.uk

Why do you need my information?

We collect and hold information about you in order to process referrals for Independent Travel Training. The information is needed to enable our team to make contact with you to arrange assessments and assess suitability for Independent Travel Training.

We also use anonymous information for evaluation of the service and anonymised feedback to report on qualitative service outcomes.

What legal basis allows you to use my personal information?

- The legal basis for processing your personal data is clear consent has been given for a specific purpose – A referral to Independent Travel Training.

Do I have to provide this information and what will happen if I don't?

You are required to complete all aspects of the Independent Travel Training referral form and Permission Form. If you do not provide all required information we will not be able to fully assess your application and subsequently will not be able to offer or provide Independent Travel Training.

Who will my information be shared with?

The information you provided may be shared with your referrer – Example, teacher, Support Worker and other council departments including the Education provider, young peoples service, SEND worker, and Transport Coordination, as required.

You may be asked if you would like to share your experience of our service as part of our marketing and communications programme. You are not obliged to do so.

How long will you keep this information for and why?

We only keep your information for as long as necessary by law. Records will be held for 7 years in line with Halton Borough Councils corporate record retention and policy schedule. Once your data is no longer required for monitoring, your data will be disposed of securely.

How will my information be stored?

Your information will be stored securely electronically in a database and in digital form. Electronic data is kept on a secure in-house HBC database and electronic filing system.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing. However the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

Right of Access - you have the right under the Data Protection Act (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used, download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Halton Borough Council, Information Governance Service, PO Box 317, Runcorn, WA7 9BZ, or by email to informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Halton Borough Council, PO Box 317, Runcorn, WA7 9BZ or by email to informationgovernanceservice@halton.gov.uk

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, Cheshire SK9 5AF. Telephone: 0303 123 1113. Website: www.ico.org.uk

End of Privacy Notice