

## Personal Data

### What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us in this application form. The Data Protection Officer can be contacted at the Council's headquarters is at Kilmory, Lochgilphead PA31 8RT. The email address is: [data.protection@argyll-bute.gov.uk](mailto:data.protection@argyll-bute.gov.uk)

Unless specifically agreed with you, we will only collect personal data about you which does not include any *special categories* of personal information about you (also known as '*sensitive personal data*'). The information will however include details such as your name, address, e-mail address, job title.<sup>1</sup>

### Why we need this information?

The information is being collected for the following purpose(s):-

*To enable the progression of your request for school transport.*

We need to know this basic personal data in order to provide you with the service you have requested and to establish our rights in relation to those services, as detailed in the contract we have with you. If you do not provide this information then we will be unable to provide those services to you. We will not collect any personal data from you that isn't needed for delivery of those services.

The legal basis for collecting your information in these circumstances is

**Performance of a contract:** *The provision of school transport*

Your name and address will be shared with the recipients or categories of recipients listed below:-

*Scotrail if travelling by train*

*Bus Operator, bus driver and pupil escort (if applicable)*

You should also be aware that your data will be stored on servers located within the United Kingdom; the data will not be processed outside the European Union.<sup>5</sup> We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to How long will we keep your information?

We will usually keep your information for the duration of school transport entitlement. After this period it will be destroyed under secure arrangements if it is no longer required for the lawful purposes for which it was obtained. More information on our retention schedule is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to [car.leasing@argyll-bute.gov.uk](mailto:car.leasing@argyll-bute.gov.uk)

### Your Rights

When you provide information to the Council, you will have the following rights:

- to lodge a complaint with the Information Commissioner's Office

- to request access to your personal data
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as so far as the legislation permits