

DATA PRIVACY NOTICE School Transport Service

GENERAL DATA PROTECTION REGULATIONS

Under the General Data Protection Regulations (GDPR), Reading Borough Council is required to inform you of the personal data it holds, its reason for holding this data, the length of time it will store this data, and who the data is shared with. Personal data is any data which enables a person to be identified.

School Transport assistance is provided in accordance with the Education Act 1996 and the Education & Inspections Act 2006 and the statutory guidance for Local Authorities provided in the Home to School Travel and Transport Guidance 2014. Special Educational Needs transport also takes account of the SEN & Disability Code of Practice 2015.

The guidance for DBS checks for escorts is undertaken in accordance with the Statutory Guidance for Schools and Colleges on Safeguarding Children and the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

The DfE Home to School Travel and Transport Guidance 2014 requires Local Authorities to have in place both complaints and appeal procedures for parents to follow.

The service user has the right to have their data corrected or deleted at any time and have the right to put a complaint to the Information Commissioner's Office (ICO). If personal data has been shared with others, the other parties will be asked to comply with any change or deletion requested.

PERSONAL DATA HELD

MAINSTREAM SCHOOL TRANSPORT APPLICATIONS

For school transport applications, we require a form to be completed by the person appealing and will ask for the following personal data for the purpose of assessing entitlement:

- The person applying - name, address, phone number and email address
- Child who the provision is for - name, date of birth, address, school, gender - and photograph if a bus pass is being requested
- If the application is being made on the basis of Low Income, a supplementary form has to be completed which requires the applicant's date of birth and National Insurance number, or a copy of the benefit document relevant to the application

Correspondence relating to the application and the decision letter may also contain personal data relevant to the application as referred above.

Should the application be turned down, the School Transport Manager may submit any relevant personal data relating to the application for transport assistance as part of its written statement should an appeal be submitted.

SPECIAL EDUCATION TRANSPORT APPLICATIONS

For Special Education school transport applications, an application form is completed by the person applying and submitted to the Special Education team to assess entitlement. If transport assistance is approved, a copy of the application will be sent to the School Transport Manager and will usually contain the following personal data for the purpose of arranging school transport:

- The person applying - name, address, phone number and email address
- Child who the transport is for - name, date of birth, address, school
- Details of any special educational needs which would affect the assessment of the transport requirements

In some cases, additional information may be supplied such as:

- Medical or Professionals' Reports
- Copy of the Education, Health and Care Plan (EHCP)

Correspondence relating to the application and the decision letter may also contain personal data relevant to the application, as referred to above.

SCHOOL TRANSPORT APPEALS

For school transport appeals, an appeal form has to be completed by the person appealing and will ask for the following personal data for the purpose of arranging, hearing and determining an appeal:

- The person appealing - name, address, phone number and email address
- Child who the appeal is for - name, date of birth, address, school

Other information may be submitted and will be held by the Council for the purpose of hearing and determining an admission appeal. Examples of other personal data that may be included on an appeal form, or submitted in another format, by the person appealing are as follows:

- Gender
- Family circumstances
- Medical reports
- Religion
- Denominational certificates
- Court agreements
- School/professional reports

The School Transport Manager may submit any relevant personal data relating to the application for transport, as part of its written statement for the appeal.

All correspondence relating to an appeal and the decision letter may also contain personal data relevant to the appeal, as referred to above.

SCHOOL TRANSPORT ESCORTS

School Transport escorts are required to have an enhanced DBS check (renewed 3-yearly) and to attend a training course before an identification badge is issued (renewed 3-yearly). A spreadsheet is retained containing the following information:

- The escort's name, address and date of birth,
- Date of last DBS check and Certificate number
- Date of training, badge number and issue date

When advised that an escort is no longer working, the record is kept for a maximum of three years - until the DBS check and badge have expired - in case the escort returns to work.

REASONS FOR HOLDING PERSONAL DATA

MAINSTREAM TRANSPORT PROVISION

To confirm the entitlement of a pupil to school transport assistance. In the event of an application being refused, the information is retained for two years in case an appeal against the decision is submitted.

SPECIAL EDUCATION TRANSPORT PROVISION

To ensure the transport being provided meets the needs of the pupil. Applicants' contact details are required so that changes to the arrangements can be notified. Staff need to be aware of medical issues to ensure appropriate action taken as required.

SCHOOL TRANSPORT APPEALS

The personal data is held to ensure that all information relevant to an appeal is available to enable a fair judgement to be made.

SCHOOL TRANSPORT ESCORTS

To ensure that DBS checks and escort badges are renewed at the correct time. The badges enable safeguarding checks to be made with returns from operators to ensure that only qualified escorts are being used on transport contracts.

STORAGE OF PERSONAL DATA

The data is held on secure encrypted laptops and systems and hard copies of application data are held in a secure area at the Council's Civic Offices. There is restricted access to the systems and files are deleted in line with retention policy

SHARING OF PERSONAL DATA

Some personal data will be shared as detailed below:

MAINSTREAM TRANSPORT

Reading Borough Council's School Admissions Team

- Application forms, and any other information submitted by the person applying, may be sent to the Council's School Admissions Team if further information is required regarding the placement.
- Pupil details are passed to the relevant operator for the ordering of the appropriate pass and a list of passes issued sent to individual schools each year.

SPECIAL EDUCATION TRANSPORT

School Transport Operators and Schools/Educational Placements

- Copies of the schedules will be sent to operators and placements by post prior to the start of each academic year
- Amendments will be sent by secure email.

SCHOOL TRANSPORT APPEALS

Reading Borough Council's School Admissions Team or Special Education Team

- Appeal forms, and any other information submitted by the person appealing, may be sent to the Council's School Admissions Team or the Special Education Team for the Stage 1 appeal
- Should the appeal progress to Stage 2, the papers will be circulated to the Director, the Special Education Manager and the Lead Member for Education prior to the Lead Member Briefing when the appeal will be discussed.

The person appealing will also receive a copy of all the information being presented prior to a Stage 2 hearing.

SCHOOL TRANSPORT ESCORTS

Reading Borough Council's HR Team and Operators

- Completed DBS forms are sent to the HR Team for processing
- Lists are sent to operators 2-3 times per year to confirm that staff are still working for the operator before requesting badge or DBS renewals. However, the operator should already have the information as part of their own staff records. Lists are sent by post in July (as part of the send out for September) and by secure Email at other times

INFORMATION RETENTION

MAINSTREAM

All records relating to the administration of school transport, where transport is provided will be retained for 6 years after the record was created (Limitation Act 1980 s 2).

All records relating to the provision of transport for 16-19 year olds will be retained for 6 years after the record was created.

SPECIAL EDUCATION

All records relating to the allocation and provision of home to school transport for Special Education pupils will be retained for 6 years after the date that the transport ceases (Limitation Act 1980 s 2).

APPEALS

All records relating to an appeal will be retained for 6 years from the date the record was created.

ESCORTS

All records relating to an escort will be retained for 3 years after the date they cease to work.

CONTACTS

If you have any queries regarding the above, please contact:

- Anne Tarrant (Anne.Tarrant@reading.gov.uk / 0118 9372542) School Transport Manager
- Ricky Gill (Ricky.Gill@reading.gov.uk / 0118 937 3396) Information Governance Officer