

Your Data: SPT AND CONTRACTOR SUBWAY PASSES

- SPT owns and operate the Glasgow Subway – the world’s third oldest underground system and a vital part of the west of Scotland’s transport network.
- In connection with the operation of the Subway and to ensure that SPT is able to deliver its strategic aims (i.e. improving transport across the west of Scotland), SPT is frequently required to procure services from third party Contractors who may require access to the non-public areas of the Subway network (including the Broomloan Depot) and/or the Subway network out with normal operational hours (“**SPT Premises**”).
- Where Contractor personnel require access to SPT Premises in furtherance of a contract between SPT and a Contractor, SPT is required to collect and use personal and special category information in order to assess and determine appropriate access and, where appropriate, issue Contractor personnel with a Contractor Pass.
- We collect and use the following personal information about contractor personnel in order to assess and determine appropriate access to SPT Premises and, where appropriate, issue you with a Contractor Pass:
 - Two (2) character references on Contractor headed notepaper signed by a Manager/ Supervisor who can vouch for your character; and
 - Personal ID in the form of a valid Passport or photo card driving licence (in the absence of these we accept Birth Certificates).
- We collect and use the following special category information about you, and provided by you or your employer, in order to assess and determine appropriate access to SPT Premises and, where appropriate, issue you with a Contractor Pass, and once you have a Contractor Pass:
 - Medical, drug and alcohol certificates; and
 - Results of drug and alcohol testing where you have consented to the same.

- It is reasonable, proportionate and lawful for SPT, as railway operator, as an employer, and as a public body undertaking a task in the public interest (i.e. delivering transport services to the public via the Glasgow Subway) to collect and use personal and special category information about Contractor personnel who will have access to sensitive areas of and information about the railway infrastructure in order to assess and determine appropriate access to the Glasgow Subway infrastructure in the interests of public health, public safety and public security and the prevention of harm, distress and criminal damage.
- Contractor Passes are confidentially destroyed upon their return to SPT upon completion of the contract (including any extended warranty or defects period).
- The relevant medical testing information is safely stored and provided to your employer, i.e. to SPT's contractor.
- SPT will use and share with third parties the information we hold about you in connection with the Contractor Pass minimally and proportionately where it is necessary and lawful to do so, e.g. we may share the information that we hold 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 also provide the information about you that we hold in connection with your Contractor Pass to your employer.
- As and when any changes are made to the information SPT receives from you in connection with the Contractor Pass assessment and issuing process and how we use that information, this notice will be updated.

Your rights and how to exercise those rights.

- We have a special part of our website dedicated to the new rights that data subjects have under the GDPR. You can find that [here](#).