

## SPT and your data: REGISTER OF OPERATORS

- SPT is the Regional Transport Partnership (“RTP”) for the west of Scotland covering 12 council areas and is responsible for planning and coordinating regional transport with the strategic aim of improving transport across the west of Scotland.
- In connection with the delivery of its functions as an RTP, SPT acts as agent for the 12 council areas in respect of the procurement of contracts for the provision of transport services and manages these contracts with the operators on a day to day basis on behalf of the councils.
- As agent for the 12 council areas, SPT maintains a register of operators who have registered local services and/or are interested in submitting tenders for council contracts (“**Register of Operators**”).
- Any bus, taxi or private hire operator can apply to be placed on the Register of Operators by completing the Operator Information Form and operators who are already listed on the Register of Operators can also use the Operator Information Form to advise SPT of any change of details.
- In order to allow SPT to process an operator’s application for a SPT Operator Reference number and to manage the Register of Operators, SPT may collect and use the following information provided by operators in the Operator Information Form:
  - Names of Operator Partners or Directors (for Partnerships and Limited Companies);
  - Full postal address;
  - Telephone number(s);
  - Mobile number(s);
  - Email address(es);
  - Name of main contact & position in the business;
  - Name(s) of other contacts & positions in the business;
  - Name of Transport Manager (PSV Licence holders only);
  - Operating Centre full postal address;
  - Operating Centre telephone number;
  - Copies of certificates of insurance and licences (e.g. PSV, Taxi or Private Hire).

- This information enables SPT to issue an operator reference number that is required by operators when submitting tenders for council contracts. It also provides SPT with the necessary contact details and other information that assists with the contract award process and/or processing local bus service registrations.
- It is reasonable, proportionate and lawful for SPT to collect and use the above information further to statutory duties and powers contained in the Transport (Scotland) Act 2005 and as part of the performance of a task carried out in the public interest, i.e. acting as agent in the procurement of these contracts.
- SPT may share the personal information provided on the operator information form and such copies of licences and/or certificates of insurance as the operator may provide, with the 12 councils as permitted or required by law. We may also require to share information with third parties, such as Police Scotland and the Traffic Commissioner, in certain circumstances and where that is necessary we will do so lawfully.
- As and when any changes are made to the information provided by operators in the Operator Information Form, this privacy notice will be updated. Similarly, as and when SPT makes changes to the nature and/or extent of the information that it provides to appropriate authorities and other relevant bodies as permitted or required by law, we will update this privacy notice.
- Once an Operator Information Form is scanned and saved in the SPT system, the Operator Information Form is confidentially destroyed.

**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](#).