

## **SPT and your Data: Drivers/Attendants and the Protection of Vulnerable Groups (“PVG”) Scheme**

- SPT is the Regional Transport Partnership (“RTP”) 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 an umbrella body in respect of the vetting process for drivers and/or attendants (“Applicants”) who are/are proposing to undertake regulated work for the Transport contractors with any of the 11 Councils for whom SPT acts as agent in relation to Mainstream School Transport Contracts, i.e.
  - East Ayrshire;
  - East Dunbartonshire;
  - East Renfrewshire;
  - Glasgow City;
  - Inverclyde;
  - North Ayrshire;
  - North Lanarkshire;
  - Renfrewshire;
  - South Ayrshire;
  - South Lanarkshire; and
  - West Dunbartonshire.
  
- In addition, SPT also acts as an umbrella body for the vetting of Applicants proposing to undertake regulated work for the Transport contractors with the Councils listed below in respect of additional support needs (“ASN”) or special educational needs (“SEN”) and Social Work Transport Contracts:
  - East Ayrshire;
  - East Dunbartonshire;
  - Inverclyde;
  - Renfrewshire; and
  - South Ayrshire.

- SPT receives applications for PVG Scheme Membership for Applicants who are not PVG Scheme Members and Applications for Scheme Record Updates in respect of individuals who are already members of the PVG Scheme.
  
- In order to allow SPT to process a PVG Scheme Membership application form and/or Scheme Record Update Application, SPT may receive and use the following information about an Applicant:
  - Surname;
  - Forename(s);
  - Other names (if applicable);
  - Maiden name (if applicable);
  - Date of birth;
  - National Insurance number;
  - Full postal address, and former addresses;
  - Home telephone number;
  - Mobile telephone number;
  - E-mail address;
  - Payment details; and
  - Conviction and vetting information

And the following information about the Transport Operator:

- Full name of signatory;
  - Job title;
  - Full postal address;
  - Telephone number; and
  - Transport Operator's SPT Operator Reference number.
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- This information enables SPT to process the Applicant's PVG Membership application form and/or Scheme Record Update Application in the exercise of official authority (i.e. in its role as agent for the Council areas and in its capacity as umbrella body). It also provides SPT with the necessary contact details and other information that assists with the contracts for which SPT acts as agent on behalf of the Councils.

- When SPT receives the responses from Disclosure Scotland to the applications for PVG Scheme Membership and Scheme Record Updates in respect of each Applicant SPT passes the information contained therein to the relevant Councils, in order to allow the Council to determine whether it will permit the individual to be a driver/ attendant on a transport contract to which the Council is a party.
- It is reasonable, proportionate, necessary 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. as agent and as umbrella body for the Councils in respect of the abovementioned contracts.
- SPT will share:
  - The information contained in a PVG Membership application forms and/or Scheme Record Update applications with Disclosure Scotland; and
  - Information on an Applicant's PVG Scheme Record and Scheme Record Update once received from Disclosure Scotland with the relevant Councils.
- Once the Councils have decided who is suitable to drive/be an attendant in respect of transport contracts to which the Council is a party, SPT communicates that decision made by the Council to the Applicant, and the Applicant's employer.
- As and when any changes are made to the information provided through the PVG Membership application form and/or Existing PVG Scheme applications, 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 any of the Councils, Disclosure Scotland or appropriate authorities and other relevant bodies as permitted or required by law, we will update this privacy notice.

**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](#).