

## **SPT and your data: Transport Planning and Policy - Preparing the Regional Transport Strategy**

- SPT is the Regional Transport Partnership (“RTP”) for the west of Scotland covering 12 council areas and is responsible for planning and delivering transport solutions for all modes of transport across the region, in conjunction with local authorities, industry partners and other key stakeholders.
- The Transport (Scotland) Act 2005 placed a statutory duty on the Regional Transport Partnerships in Scotland to produce a Regional Transport Strategy (“RTS”) for their area. The RTS sets a framework and plans to improve transport networks and services and to influence travel behaviour. SPT is developing a new RTS for the west of Scotland. This second RTS will replace the current RTS: A Catalyst for Change: The Regional Transport Strategy for the West of Scotland 2008 - 2021. The new RTS will be developed in partnership with a range of partners and stakeholders to achieve a shared set of objectives, outcomes and actions for the region.

### **Transport and Planning Policy Database**

- In order for SPT to engage with partners and stakeholders in a streamlined and organised manner, we create and maintain a database containing information such as names, addresses, email addresses, tel. numbers, employers and job titles (where these are relevant), in respect of the following:
  1. the relevant officers from Councils and other public sector organisations;
  2. other stakeholder organisations and companies; and
  3. individuals who express an interest in transport planning and policy throughout the RTS process

which we will then use and refer to in furtherance of our statutory duties in order to communicate, engage and consult with those individuals throughout the RTS process.

- We prepare that database of contact names and details using the organisations’ websites and other publications and information that is already in the public domain, as well as the contact details provided by organisations who are in contact with SPT re: transport planning and policy and the RTS, and through our RTS mailing list option for members of the public.

- We use that database of contact information solely in order to communicate, consult and engage in respect of the RTS, associated plans and programmes and related transport planning and policy matters.
- If you wish your details to be removed from the Transport Planning and Policy database, you can send an email to [rts@spt.co.uk](mailto:rts@spt.co.uk) and we will take this forward. The removal of your information will mean that SPT cannot communicate or engage with you re: the RTS process.
- We will hold and maintain the database throughout the lifespan of the RTS, as a record of our communication, consultation and engagement exercise, and in order to take forward any post-implementation communication, consultation and engagement. The lifespan of the RTS will be agreed through the development process, and we will keep this privacy notice up to date accordingly.

#### **RTS Mailing List**

- If you wish to sign up to SPT's RTS mailing list option, you must complete the RTS mailing list registration form by providing your full name and e-mail address, which is hosted on SPT's behalf by Typeform S.L. ("**Typeform**") at <https://sptdigital.typeform.com/to/VuKeNI>. Typeform provide SPT with data collection services.
- Typeform collects and stores personal information about you that you provide when filling in the RTS mailing list registration form, on SPT's behalf and provides this information to SPT via email. In the course of providing this service to SPT, Typeform will process your personal information on behalf of SPT which means that their privacy policy (found [here](#)) applies to you. Your personal information is stored solely on servers at Typeform's Amazon Web Services locations in Virginia, USA (which is Privacy Shield certified as providing adequate protection for data hosted outside the EU) and Frankfurt, Germany. These two locations are the only locations in which the personal information that you provide when filling in the RTS registration form are stored and they are not shared with any other third-party. The information that Typeform collects is processed solely on SPT's instructions and for no other purpose.
- If you wish your details to be removed from the RTS Mailing List, you can send an email to [rts@spt.co.uk](mailto:rts@spt.co.uk) and we will take this forward. The removal of your information will mean that you will no longer receive information sent by SPT to RTS Mailing List members.

## **RTS Surveys and Questionnaires**

- In order to engage with the public, SPT may launch surveys or questionnaires from time to time.
- If you choose to complete an online survey or questionnaire, your IP address may be collected and processed to ensure that you do not complete the same survey or questionnaire twice.
- If an online survey or questionnaire is hosted by a third party on SPT's behalf, and you choose to complete that survey or questionnaire, then that third party's privacy notice will apply to you. If that is the case, details of that third party and a link to their privacy notice will be clearly displayed and you must acknowledge and agree to that your personal information will be handled in line with that third party's privacy notice before you are able to complete the survey or questionnaire.
- Any personal information you provide in connection with a survey or questionnaire will be stored only for as long as required for SPT to communicate, consult and engage in respect of the RTS, associated plans and programmes and related transport planning and policy matters as detailed in the survey or questionnaire and then it will be permanently deleted.
- If at any time after completing a survey or questionnaire you would like your information to be deleted, you can send an email to [rts@spt.co.uk](mailto:rts@spt.co.uk) and we will take this forward.

### **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](#).