

Your Data – SPT and school transport

SPT acts as agent for the contracts for the provision of school transport for the following Councils:

- Glasgow City
- Renfrewshire
- East Renfrewshire
- North Ayrshire
- East Ayrshire
- West Dunbartonshire
- South Lanarkshire
- North Lanarkshire
- East Dunbartonshire
- South Ayrshire
- Inverclyde

The Councils, as education authorities under the Education (Scotland) Act 1980, have the power and the obligation to provide transport for pupils in certain circumstances and require transport operators to deliver the transportation services.

The contracts for provision of transport are entered into by the Council and by the relevant transport operator, and SPT acts as agent for the Council in respect of the procurement exercise(s) for, and management of, the said contracts. This means that whilst the contracts are between the Councils and the transport operators, SPT undertakes the procurement exercise for these contracts, plans routes, and manages the Councils' contracts with the operators on a day to day basis.

The information reasonably required to be shared between SPT and the Council, and onwards between SPT and the relevant Transport Operator, e.g. the taxi firm or bus company, in order to facilitate the procurement and management of contracts for the transportation of pupils is set out below:

- Pupil's Surname
- Pupil's Forename
- Telephone number of applicant for the pupil's transport
- Pupil's DoB
- Pupil's school year
- SED number of the School
- School Name auto populates from SED number
- Pupil's address inc Postcode
- Pupil's School Attendance End Date (assumed end date 30/06/XX based on Pupil's DoB)
- Date from which transport is required
- The status of the application for transport to the Council (Yes, No, Pending)
- Reason for transport (e.g. Distance, Decant, Medical)

SPT will extract from the above information the following:

- Contract Number
- School
- Pupil Name
- Pupil Address (including postcode)
- If applicable, confirmation that Pupil is aged 16 or over
- If necessary, medical information that is relevant to the pupil's transport

and will share this with the relevant Transport Operator, in order to allow the Transport Operator to deliver the transport services under its contract(s) for school transport with the Council.

Why we collect and hold this information, how we use it, whether we share it, and why we do so

We need this information and we share it appropriately, and as minimally as possible, in certain circumstances for a number of reasons, which we have expanded upon below:

- We will share the necessary information about pupils with the relevant Transport Operator, in order to allow the Transport Operator to deliver the transport services under its contract(s) for school transport with the Council.
- The personal information we hold and process will be used for our management and administrative purposes, in the interests of effective and efficient school transport.
- We will keep and use it to enable us to run the contracts and manage our relationship with the Councils, the Operators and the end service users effectively, lawfully and appropriately.
- This includes using information to enable us to manage the transport contracts, to comply with any legal requirements, pursue the legitimate interests of SPT and protect our legal position.
- To comply with our obligations relating to reporting to the Councils re: compliance with contract conditions.
- To allow SPT to share appropriate and proportionate financial information relating to the contracts with relevant financial, regulatory and government bodies.
- Information will generally be released to the police and other criminal/regulatory investigation agencies on request in relation to specific investigations, provided that SPT is satisfied that legitimate grounds exist for doing so. This may include the Health and Safety Executive, the NHS and the Office of the Rail Regulator.
- Information will be released to courts and employment tribunals in relevant cases and may be shared with external legal advisers in these cases.
- Information will also be released in response to an order from a court/tribunal with competent jurisdiction to make such an order.
- Information may also be released (without consent) in response to investigations by external regulators such as SPT's auditors, Audit Scotland, the UK and Scottish Information Commissioners and Scottish Public Services Ombudsman.

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](#).