

Your Data – SPT and Visitor Passes

- Strathclyde Partnership for Transport (“SPT”) collects and processes your personal information for the purpose of issuing you with a Visitor Pass with a photo to be worn throughout your stay on SPT premises.
- On arrival at SPT premises, you will have your picture taken which will be stored along with the following information inputted by you into the visitor Sign In App:
 - Full name;
 - Company Name; and
 - Full name of the SPT employee you are visiting.
- The visitor Sign In App is a product of All Things Code Ltd who collect and store the above information on SPT’s behalf. In the course of providing this service to SPT, All Things Code Ltd will process your personal information which means that their privacy policy (found at <https://signinapp.co.uk/docs/privacy/>) applies to you and the information that you input into the visitor Sign In App.
- SPT collects the above information in order to:
 - Assess and determine appropriate access to SPT Premises; and
 - Issue you with a Visitor Pass.
- It is reasonable, proportionate and lawful for SPT, 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 information about visitors who will have access to areas and information about SPT and the business it carries out in order to assess and determine appropriate access in the interests of public health, public safety and public security and the prevention of harm, distress and criminal damage.
- You are required to return your Visitor Pass upon leaving SPT premises at which point the Visitor Pass will be confidentially destroyed.
- Any personal information that you entered into the Visitor Sign in system will be deleted by:
 - SPT 7 days after return of your Visitor Pass to SPT; and
 - All Things Code Ltd 14 days after deletion by SPT.

- SPT will use and share with third parties the information we hold about you in connection with the Visitor 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.
- As and when any changes are made to the information SPT collects from you in connection with the Visitor Sign In App and/or how we use that information, this privacy 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 Data Protection Act 2018. You can find that [here](#).