



Strathclyde Partnership for Transport

Privacy Notice – ZoneCard Survey 2019

Who we are/the service

Strathclyde Partnership for Transport (“**SPT**”) is the Regional Transport Partnership for the west of Scotland, covering 12 local council areas, established in 2006 by virtue of the Transport (Scotland) Act 2005, and has its main office at 131 St Vincent Street, Glasgow, G2 5JF.

SPT is administrator of the ZoneCard ticketing arrangement, and SPT undertakes this role on behalf of the public transport operators who accept ZoneCard tickets.

This Privacy Notice explains how SPT collects and uses your personal data in relation to the ZoneCard Survey 2019.

Personal data we hold

- Your e-mail address.

How we obtain your personal data

You provided the above data when you completed the ZoneCard Survey 2019 and entered the associated prize draw.

SPT obtained your data from Typeform S.L. (“**Typeform**”) who hosts the ZoneCard Survey 2019 on SPT’s behalf. Typeform collects and stores the data you submitted via the ZoneCard Survey 2019 at <https://sptdigital.typeform.com/to/BqzLbx>, and provides this to SPT via email.

The purpose of processing your personal data

This data enables SPT to select and contact a prize draw winner.

The legal basis for using your personal data

We process your personal data lawfully and fairly in accordance with data protection legislation.

Specifically, the following legal basis applies to the processing of the data you have provided:

- Consent

How we store your personal data/keep it secure

SPT is committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we collect from you.

Where SPT engages third parties to process personal data on our behalf, they do so on the basis of clear written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of the data.

The length of time we keep your personal data

SPT will retain your data for as long as it is necessary, reasonable and proportionate to do so in order to provide you with this service, and in line with our retention policies. Your personal data will be securely destroyed when no longer required by SPT.

Sharing your personal data

Typeform provide SPT with data collection services. In the course of providing this service to SPT, Typeform are required to share with SPT the data that you provide in connection with the ZoneCard Survey 2019.

SPT will not share your personal data in relation to the ZoneCard Survey 2019 with any other third party.

Overseas processing

The data you provide in connection with the ZoneCard Survey 2019 will be stored by Typeform on servers at Amazon Web Services locations in Frankfurt, Germany and Virginia, USA.

Whether your data is processed in a country within the European Economic Area or the USA, any such processing will be subject to appropriate contractual safeguards and carried out in accordance with UK and EU privacy and data protection legislation.

Third party sites

Please note that Typeform host the ZoneCard Survey 2019 on SPT's behalf which means that their Privacy Notice (see <https://admin.typeform.com/to/dwk6gt>) also applies to the processing of your personal data. Please ensure that you review their Privacy Notice to understand how this may affect your data.

Your information rights

Your information rights include:

- your right of access;
- your right to rectification;
- your right to erasure;
- your right to withdraw consent;
- your right to restriction of processing;
- your right to object to processing;
- your right to data portability; and
- your right relating to automated decision making.

If you make a request, we have one month to respond to you.

If you wish to exercise any of your information rights, please contact infogov@spt.co.uk or see SPT's Data Protection page (see www.spt.co.uk/dataprotection) for more information on how to do this.

How to contact us

The Data Protection Officer for SPT:

Valerie Davidson
Assistant Chief Executive
Strathclyde Partnership for Transport
131 St Vincent Street
Glasgow
G2 5JF

Telephone: 0141 333 3298

E-mail: info.gov@spt.co.uk

Complaints to the Information Commissioner

You can complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Changes to this notice

SPT may update this Privacy Notice from time to time and will publish an up to date copy of the Privacy Notice here. This Notice is effective from 23 August 2019.