

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

<b>Title of Process</b>	<b>School Transport requests</b>
<b>Why does the Council process personal data?</b>	<p>requests for mainstream and pupils with additional support needs (ASN) and new school year intake of pupils for transport.</p> <p>Mainstream - to establish entitlement to school transport where a parent applies during the school year or where Education advise us of potential new pupils prior to the start of a new school year. We do this for Clackmannanshire &amp; Stirling pupils as a joint transport unit.</p> <p>ASN – Education instruct us to put transport in place for new pupils through the year by sending us a transport request form. For the new school year intake, we provide a spreadsheet for Education to send to the schools to check all information correct and if any changes then a new transport form needs to be completed.</p> <p>The provision of distance entitled Home to School transport is provided in line with the Education (Scotland) Act 1980, Section 2 covers distance entitled school transport and Stirling Council's School Transport Policy</p>
<b>What personal data is used?</b>	<p>Personal data is about school pupils, parent/guardian (minimal information relating to parents limited to name &amp; contact info)</p> <p><b><u>Personal Data Used</u></b>  Names  Addresses</p>

	<p>Journey details (to/from locations &amp; times)  Age  Customers phone numbers (if supplied)  Year group  Denominational status for pupils wishing to apply for transport to denominational schools.</p> <p>In addition, for ASN pupils we receive information from Education explaining why transport is required which includes relevant medical information, any mobility difficulties, if an escort is required (with relevant risk assessment) and any other information deemed relevant by the requesting school.</p> <p><b><u>“Special Category” Data Used</u></b>  Health (physical or mental)  Religious or philosophical beliefs</p>
<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We need to process this personal data to comply with a statutory obligation in the Education (Scotland) Act 1980</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p><b><u>Mainstream</u></b>  For transport applications throughout the school year, parent/guardian completes paper or online transport request form. For the new school year intake process, Education provide data by spreadsheet extracted from the SEEMIS records system. We evaluate the entitlement to transport and e-mail the individual schools a spreadsheet which lists their existing pupils and new pupils we have assessed as being eligible for transport to enable them to check for any changes etc on their pupil records system. They then return the spreadsheet to us to make the necessary changes.</p> <p><b><u>ASN</u></b>  For new applications or changes, Education send transport request forms to us which the school have completed, along with Risk assessment forms if an escort is required. For new school, year intake process, Education provide forms for any new/changes and a spreadsheet for existing pupils whose transport requirement is unchanged for the forthcoming school year.</p> <p>Personal data can be passed via Education and schools. The information for the Clackmannanshire schools is received from Clackmannanshire Council. This is done under the Service Level Agreement.</p>

<b>Where does the Council keep personal data?</b>	Electronically on a scheduling software system, and on council network drives. There are also paper forms.
<b>How long does the Council keep personal data?</b>	Data Protection legislation requires personal data to be kept for no longer than is necessary.
<b>Who does the Council share personal data with?</b>	Manifests with journey information, names, addresses are created in excel and sent by secure email to operators to allow them to carry out the journeys. Changes to pupil journeys are also e-mailed to operators
<b>Who do I contact about my personal data?</b>	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>He can be contacted at:  Data Protection Officer, Stirling Council, Teith House,  Kerse Road, Stirling FK7 7QA  Email: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>