

Road Safety Education Privacy Notice

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to the personal information that we collect and process. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Andrew Greer who can be contacted at dataprotection@inverclyde.gov.uk and by telephone 01475 712498

What information do we need?

Unless specifically agreed with you, the Council will only collect personal data about you which does not include any special categories of personal information about you.

For the purposes of the Junior Road Safety Officer Scheme (JRSO) the Council will collect and process the following information; pupil name, school and JRSO School contact staff member.

For the purposes of applying for Pass Plus Scheme funding the Council will collect and process the following information; name, address, telephone number, email address, date of birth, UK Driving License Number, approved driving instructor and bank account number.

Why we need this information?

Your personal information will be used for the following purposes:

- To allow the Council to carry out measures designed to promote road safety;
- To allow payment of grant in respect of the Pass Plus Scheme.

The legal basis for using you information

Processing is necessary for the performance of a task carried out in the public interest as Inverclyde Council has an obligation to prepare and carry out a programme of measures designed to promote road safety as per Section 39 of the Road Traffic Act 1988.

Where you elect to use apply for grant funding in respect of the Pass Plus Scheme then processing is necessary for the purposes of entering a contract with you and performing a contract to which you are a party.

What we will do with your information?

All of the information the Council collect from you will be processed by staff in the United Kingdom.

Your information may be shared with the recipients or categories of recipients listed below:-

For the purposes of processing payments under the Pass Plus scheme your information will be shared with Inverclyde Council finance services

This Council is required by law to participate in National Fraud Initiative (NFI) data matching exercises and information may be provided to the Cabinet Office for NFI purposes and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in our full [privacy notice](#) on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: www.ico.gov.uk but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

N/A

More information:

For more details on how the Council processes your personal information visit www.inverclyde.gov.uk/privacy

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.