

# Accessible Transport West Somerset



## General Data Protection Regulation (GDPR)

### Important Legal requirement

New data protection legislation comes into force on 25<sup>th</sup> May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. ATWEST are committed to delivering a professional transport service for you and for us to be able to do this, as well as comply with the new legislation, we need to inform you of what data we hold for you, and how we will or will not use it.

Please read the following information and confirm below that you consent to us using your data as outlined below by returning this document to ATWEST'S office by post or in person.

Your data we currently hold in our management system is as follows;

Full name, address, telephone number, birth date, bus pass number and some health related data such hearing or sight capability, whether you use a walking frame, a stick or wheelchair. **Without this information we cannot supply you with your transport needs such as Slinky bus, Travel Club and Shopping bus.**

We will not sell this information however we have to share it with associates such as Somerset County Council to enable us to claim your Concession and our computer programme supplier to administer the services we provide. All data is stored on secure password protected computers.

When information is processed through our system a drivers job sheet is generated for your driver. When his shift is complete the job sheet is stored safely for a legal requirement of 7 years after which they are shredded.

You have the right to see what information we keep about you and you have the right to make us remove your information. **We need your permission to continue holding your data to be able to continue providing your transport needs.** Please use the cut off section below and post or deliver it to us to our address at the bottom of the page.

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### Authorisation/acceptance

I (full name).....authorise and accept that any data I provide/have provided to ATWEST for the purpose of providing transport can and will be used for the reasons outlined in this correspondence

Signature .....

Date.....

Accessible Transport West Somerset \* **ATWEST**

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