

This website is operated and controlled by West Yorkshire Combined Authority (WYCA). Metro, MCard, GenerationM, CityConnect and Leeds City Region Enterprise Partnership (LEP) are all brands of WYCA which remains the data controller and the responsible statutory body in relation to these brands.

For the purposes of the Data Protection Act 1998 (and the General Data Protection Regulation which will replace the DPA on 25 May 2018), the 'controller' of the personal data which you provide is the West Yorkshire Combined Authority ("WYCA", "we", "us") of Wellington House, 40-50 Wellington St, Leeds LS1 2DE (tel: 0113 251 7272). WYCA is registered with the Information Commissioner's Office with registration number ZA051694.

The personal information WYCA collects as part of your application is processed for the following purposes:

- Processing your requests and delivering services you request from us
- Sending you information which you have requested
- Auditing the usage of our websites
- Monitoring the usage of our websites to enable WYCA to update and tailor our websites to meet the needs of users
- Sending marketing information only where a person has specifically consented to this
- To comply with our legal obligations including fraud protection and crime prevention

WYCA may keep a record of those web links which are most regularly used, thus enabling WYCA to provide the most helpful information to users on our websites. Such information is held anonymously and you will not be personally identifiable from this information.

Information provided to WYCA for this purpose is processed under our obligation to fulfill a contract with individuals and to enable us to deliver services you have requested from us. Whilst we do not require your consent to use such data for this purpose, you still have a number of rights which we have provided more information on below.

### **Disclosure of Your Data**

Please note that in order to deliver this service, we are required to disclose some information you have provided to us to the relevant bus operator for your chosen route(s). This data is only used to deliver this service to you and for no other purpose. This includes:

Child's name, child's age, school attended, parent/carer name, bus route number allocated, pass type(s) issued, days of travel, bus stop(s) used, names of additional contacts

We will not share your data with any other third parties or organisations other than when we are under a duty to do so in order to comply with a legal obligation or to protect the rights, property or safety of others. This includes, but is not limited to exchanging information with other organisations for the purposes of fraud protection and crime prevention.

## Data Retention

WYCA will retain your information in line with the period outlined at the time the data is collected and only for as long as it is necessary to do so. In the case of secondary school aged applicants, this is until their 18th birthday and in the case of primary school aged applicants, until their 11<sup>th</sup> birthday.

Any changes we make to this privacy statement will be posted on our website and where appropriate, will be notified to you by e-mail or post.

## Your Rights

As a data subject you have a number of rights under the DPA and the upcoming GDPR. These include the right to access the information which we hold about you. In some cases you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data. You have an absolute right to demand that you stop receiving marketing information.

You may also withdraw your consent at any time by contacting us at the address provided. This would not affect the legality of what we do with your personal data before you withdraw consent and would not stop us from continuing to use your data to the extent that we do not require your consent. It would stop us from further using data for purposes which require your consent (marketing).

## Contact Details

If you wish to contact us about this privacy statement or to make a request, please use the following details:

**Post:** School Transport, WYCA, Wellington House, 40-50 Wellington Street, Leeds. LS1 2DE

**Telephone:** 0113 3481122

**Web:** <https://www.wymetro.com/contact-us/>

If you are unsatisfied with the manner in which we collect or handle your personal data you have a right to make a complaint to the Information Commissioner's Office. Information about how to make complaints can be found on the ICO's website at <https://ico.org.uk>

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