

# PRIVACY NOTICE

Peninsula Transport shadow sub-national transport body



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

## Who are the Peninsula Transport shadow sub-national transport body

Peninsula Transport is formed by the five lead transport authorities in the Peninsula – Cornwall Council, Devon County Council, Torbay Council, Plymouth Council and Somerset County Council.

The partnership brings together the area's five transport authorities to work directly with the Department for Transport on the strategic transport priorities for the region. It involves both the Heart of the South West and Cornwall and the Isles of Scilly Local Enterprise Partnerships, alongside Highways England, Homes England and Network Rail.

## The information being processed

Peninsula Transport is collecting your name, email address, telephone number and postal address for the purpose of keeping you informed about the work of the Peninsula Transport STB and for the purpose of future consultations. Updates will be electronic via e-news and email.

## Information sharing

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do. We will never share your information for marketing purposes.

To ensure that Peninsula Transport provides you with an efficient and effective service we will be sharing your information with Coast Communications and Marketing, who support Peninsula Transport with communication and consultation exercises.

## Retention periods

We will only keep your information for five years

## Purpose of processing personal information

As a partnership of local authorities, Peninsula Transport, and the constituent councils, delivers a communications service to you. In order to do this in an effective way we will need to collect and use personal information about you.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.

- Keep your personal information securely using appropriate technical or organisational measures.

### **The lawful basis for processing your personal data**

- Consent: where you are a member of the public and have given us clear consent process their personal data for a specific purpose.
- Public Task: where you are a representative of an organisation that is a member of the Peninsula Transport shadow sub-national transport body.

### **Your rights**

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via privacy notices such as this.
- The right of access to any personal information Peninsula Transport holds about you.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. You have the right to have your personal data erased unless we are processing your data on the basis of a legal obligation or for the purposes of a public task.
- The right to restrict processing. You have the right to the suppression of your personal data. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. Depending on the basis of our processing we can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- The right to object. This is dependent on the purpose and basis for our processing.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

### **Processing your information for other reasons**

We may need to process or share your information for a legal reason, outlined in the Data Protection Act, which is not related to the service we are providing, for example:

- To protect a child, an adult with care and support needs, or member of the public
- For the purposes of the prevention and/or detection of crime.
- For the assessment or collection of a tax or duty
- Where the disclosure is directed by the court or required by law

Your information will only be shared where we have a lawful basis for doing so.

### **Details of transfers to third country and safeguards**

Your personal and sensitive data will only be stored and processed on servers based within the United Kingdom.

### **Data Controller**

Plymouth City Council is the lead partner for communications, on behalf of Peninsula Transport.

Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

For any concerns or enquiries the contact details for the Council's data controller are:

Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.

Email: [dataprotectionofficer@plymouth.gov.uk](mailto:dataprotectionofficer@plymouth.gov.uk)

### **Information Commissioners Office**

If you remain dissatisfied with the way we have handled or shared your personal data you have the right to raise a complaint with the Information Commissioner's Office. They can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113 <https://ico.org.uk/make-a-complaint/>