

Privacy Notice for Community Transport Volunteer Drivers

Why are we collecting your data?

Braintree District Council is committed to protecting and respecting your privacy. This notice is provided to clarify what information the council needs to collect, store and process as a volunteer driver for Community Transport. For the purposes of data protection, Braintree District Council is a data controller and all personal information held is processed in accordance with data protection legislation.

Categories of personal data

We will collect and process a variety of data from you in your registration form which will be kept securely on our secure database. The data we hold about you will include:

- Name, date of birth and contact details such as phone number, address or email address
- National insurance number
- Driver licence details
- Name and contact details of next of kin
- Other relevant information received in relation to DBS checks carried out
- The personal data we process will include special categories of personal data such as driving convictions, criminal convictions, mental and physical health and medication/treatment received

Purpose for processing

Personal information that you provide to the Community Transport Team will be used for assessing your suitability as a volunteer driver and to contact you in relation to your role as a volunteer community transport driver.

Lawful basis for processing personal data

The lawful basis for processing your personal data is as follows:

- Public Task – The collection and processing of your personal information is necessary to carry out the task of registering you as a volunteer driver and to contact you in relation to your duties as a volunteer driver

Providing accurate information

It is important that we hold accurate and up to date information about you. If any of your details change please tell us as soon as possible so that we can update our records.

Sharing information

Personal information you provide will not be shared with any third party unless consent has been given by you. The Community Transport team are required to check a driver's licence when you first register as a volunteer driver and annually thereafter to ensure the information you have provided us with is accurate and up to date. This will be checked through the DVLA website using your driver number and national insurance number. We will check some of the information with other sources to ensure the information you have provided is accurate such as criminal records checks.

We will not disclose any information to other organisations unless we have a legal duty to release information for the purposes of preventing and detecting fraud or crime.

Data retention

The council will only retain your data for as long as necessary. Personal Information provided to us will be kept for a period of 6 years after you finish volunteering with us. After this time, your information will be securely destroyed.

Your rights

For further details on how we maintain the security of your personal information, your rights to access the information we hold on you, including correcting or removing your information, please refer to our privacy pages on our website which can be found at **www.braintree.gov.uk/privacy**