

DATA PROTECTION STATEMENT

This Data Protection Statement describes how we collect and use personal information about you in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018.

We are Transport for Tongue Ltd, a company registered in Scotland (Reg Number: SC415906)

Our office address is: Transport For Tongue Depot, Rhian, Tongue, Lairg, Sutherland, IV27 4XF

You can contact us

- through the Office (Monday - Friday 10:00 - 13:00) (Tel: 01847 611766)
- by Email: info@transportfortongue.co.uk
- through the contact form on our website at: www.transportfortongue.co.uk
- or by letter to:

Transport for Tongue Ltd

Bank House

Main Street

Tongue

IV27 4XF

Transport for Tongue will comply with data protection law when it comes to the processing of your data. Responsibility for ensuring this lies with the T4T board.

The personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is in compatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely

We collect and process your personal data for the purposes of:

- Providing you with transport or other services, under the applicable terms for that service.
- Keeping you informed of any changes in our services.
- Ensuring that the quality of our services is maintained and improved.
- Meeting any requirements set by the relevant Transport or other authorities and our funders

We do not ask for or retain any data defined as sensitive personal data under the Data Protection legislation, and any personal data held will only be retained while required for the purposes set out above.

When we process your data, we will keep your Personal Data rights in high regard and will take account of these rights. You have the right to object to our processing of your personal data. Please bear in mind that if you do not allow us to process your information then we will not be able to carry out tasks which would be for your benefit.

The people with access to personal data within Transport for Tongue are the staff and volunteers who need to know that information in order to provide or administer the transport and other services we operate. All data is retained within the UK.

When we share data to provide reports to our funders (as we are required to do under our conditions of grant), the information will be anonymised. Your personal data is not shared.

DATA PROTECTION STATEMENT (continued)

Under General Data Protection Regulation, you have the following rights relating to data protection:

- The right to be informed
- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object

You can find more information about these rights on the Information Commissioner's website: <https://ico.org.uk/>

To request a copy of the information we hold about you, correct or update any information about you, object to us processing your data or remove any information about you from our records, please contact us via the T4T Office (open Mon- Friday 10am -1pm) by telephone on 01847 611766, by e-mail (info@transportfortongue.co.uk) or by writing to us at the address given above.

How can you make a complaint?

If you would like to make a complaint about our collection or use of data, the UK's independent authority set up to uphold information rights in the public interest and data privacy for individuals is the Information Commissioner's Office

<https://ico.org.uk/>

Updated June 2018