**Coventry City Council (CCC) Privacy Notice for School to Home Travel Assistance Services including the Statutory Assessment and Review Service and School Organisation Team**

This Privacy Notice explains how your personal information is going to be used, what for, who it might be shared with and why.

The information you provide helps us to make decisions about eligibility for travel assistance and support you/your child and make sure that we meet our legal duties and responsibilities to provide travel assistance to eligible children and young people and to enable us to perform tasks carried out in the public interest.

This information includes personal characteristics, home addresses, details of household income and benefits, details of special educational needs and/or disabilities, educational provision, medical information and details of the services we provide.

Your personal data will be used to make decisions about eligibility for home to school/college travel assistance and where eligible will be used to arrange this.

This information may be provided by schools, other educational settings, Department for Work and Pensions, HMRC, health agencies and other Local Authority departments including; social care and housing benefits.

We may also need to use this information to:

* Help us to develop and improve our services
* Complete statistical returns to Government departments

In accordance with Article 5 of the GDPR and Data Protection Principles, personal data we collect will be adequate, relevant, (only what is needed for the purpose stated above) and held for no longer than is needed for the purposes for which it was processed

You have the right to:

1. Request access to information held about you/your child
2. Withdraw consent
3. Have any inaccuracies in your data corrected
4. Have information erased
5. Restrict processing of data
6. Data portability (have your data transferred to another Authority)
7. Intervention in respect of automated decision making
8. Complain

To exercise any of these rights please contact the Statutory Assessment and Review Service or email SEN@coventry.gcsx.gov.uk.

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision at informationgovernance@coventry.gov.uk

 We are required to pass some of the information to the Department for Education who use the information for things such as; Local Authority performance management and funding, development of good practice, the names of individual children are not provided.

We may share this data with other internal departments and authorities; please see our full Privacy Notice for details

Travel Assistance Data will be retained until the service user is no longer eligible and in receipt of Travel Assistance through our service area.

Where personal data is processed on the basis of consent, you will have the right to withdraw that consent. However Coventry City Council process personal data that it is necessary to do so in order to comply with our legal obligations and to enable us to perform tasks carried out in the public interest.

For the full Privacy Statement please click here.