**UBW MINIBUS ASSOCIATION (UBW) PRIVACY NOTICE**

1. **This explains what happens to the personal information which we hold.**
2. **Information is held and used for the legal, safe and efficient operation of the minibus and for no other purposes.**
3. **Information is securely controlled by UBW Management Committee.**
4. **Most information is obtained from the person concerned, or from a parent or person responsible for a member aged 16 or under. Driver records may be obtained from the DVLA (with the driver’s consent) and endorsements naming drivers on our insurance policies from our insurers.**
5. **Drivers record the names of passengers on Log Sheets. This is for safety, and to comply with our operating permit. Drivers of community services have access to a list of passengers who use the services, for identification purposes.**
6. **Contact details of the management committee and community service drivers are shared between the UBW team for operational purposes.**
7. **Information will only be shared outside UBW with our insurer, the local authority reimbursing bus pass fares and government or regulatory bodies entitled to it.**
8. **Information about the fitness of a member to travel, given to UBW for health and safety purposes, will not be shared outside the Association without the specific consent of the member concerned.**
9. **UBW relies on a member’s consent to hold and process information, and/or a legal right to do so in order to provide safe, efficient and financially viable services within the law and our insurer’s requirements.**
10. **Information is kept as long as needed for the purposes explained in this notice and afterwards securely deleted or destroyed.**
11. **Members and drivers have the right to have a copy of their information, be told how it is used, object to this, have errors corrected, or have it deleted. UBW cannot provide transport or authorise a driver without complete records.**
12. **UBW needs to be told of any changes to the information held.**
13. **The Management Committee will answer any questions about this. Formal complaints about the management of personal data may be made to the Information Commissioners Office details of which UBW will provide.**