

Fair Processing Notice – Apprenticeship Travel Discount Scheme

Identify and contact details of the controller and where applicable, the controller’s representative and the data protection officer.

Merseytravel is the ‘controller’ for your personal information. This means that we decide the purpose and means of how your data is used as part of the Apprenticeship Travel Discount Scheme for card issuing purposes. Please be aware that rail operators may also collect your data if purchasing a Railpass product, and that data is collected for different purposes and not part of this scheme.

If you have any questions about how your information is being used you can contact Merseytravel’s Data Protection Officer at

DPO@merseytravel.gov.uk

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

Purpose of the processing at legal basis for the processing

Your information is being used by Merseytravel, to process your application for the Apprenticeship Travel Discount Scheme, and we are able to do this as part of Merseytravel’s management of a travel discount eligibility scheme for eligible residents of the Liverpool City Region.

Description of the categories of personal data

The categories of information being processed include your name, home and work address and postcode, telephone number and email address. This is in order to verify your eligibility to take part in the scheme.

Retention period or criteria used to determine the retention period

Your data will be kept for a period of 3 years from the date of the card’s expiry. This retention has been determined by the Combined Authority’s business need to monitor and audit the scheme.

The existence of each of data subject’s rights

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed.

- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (ie photocopying, postage, etc).
- The right to rectification of any incorrect or incomplete data we hold about you.
- The right to erasure, also known as ‘the right to be forgotten’ where
 - Your information is no longer required for the purpose it was collected;
 - You withdraw your consent;
 - You object to Merseytravel processing your information (and there is no overriding legitimate interest for continuing the processing);
 - Merseytravel has breached the GDPR when processing your data;
 - There is a legal obligation to delete the data (such as a court order);
- The right to restrict processing, which limits what Merseytravel can do with your information.
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse.
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint regarding the processing of your personal data to the UK’s supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner’s Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF
www.ico.gov.uk
0303 123 1113