

UPDATE TO PRIVACY POLICY – 25th MAY 2018

By using our website and/or by providing us with any personal data, you give your consent that all personal data that you submit may be processed by us in the manner and for the purposes described in the following privacy policy and in compliance with current legislation.

Respecting your privacy

Battle Area Community Transport (BACT) is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data that we collect from you, or that you provide to us, will be processed by us. By visiting our website or by registering for our services you are accepting and consenting to the practices described in this policy.

Information we collect from you

We will collect and process the following data about you:

Information you give us, this is information about you that you give us by filling in forms on our website or by corresponding with us by phone, email or otherwise. It includes information you provide when you make a general enquiry, or you register for our services. The information you give us may include your name, postal address, e-mail address, phone number and health information. When we believe there are legitimate reasons we may seek your next of kin and emergency details.

How we use this data

Collecting this data enables us to register you for our services and to help us understand what information you need from BACT.

Specifically, we may use data:

To contact you in response to a specific enquiry.

To provide you with information about other services we offer that are similar to those that you have already registered for.

To improve the services that we provide.

To update our own personal records.

We will NEVER lease, distribute or sell your personal information to third parties for marketing purposes.

Any personal information we hold about you is stored and processed under our Data Protection policy in line with current legislation.

Enquiries submitted via the Website

BACT will only contact you in relation to the enquiry you submit via our website. The data you provided along with your enquiry will be held for 12 months, and then it will be destroyed in line with our Data Retention policy.

Security

BACT takes the security and confidentiality of your personal data very seriously. We use up-to-date storage and security techniques to protect your personal information from unauthorized access, improper use, or accidental loss.

We keep your personal data for as long as reasonably necessary for the purposes of which it was collected or to comply with any applicable legal reporting or document retention requirements. We will always hold your data securely.

BACT is committed in following stringent procedures to ensure that we work with all personal data in line with current legislation.

Sharing data

As both Data Controller and Data Processor, BACT may be required to share or administer personal information.

BACT takes the sharing of data very seriously and will only agree if the sharing can be justified.

BACT will consider the following before entering a data sharing agreement.

The potential benefits and risks to individuals?

What is the sharing meant to achieve?

Is the sharing proportionate to the issue we are addressing?

Could the objective be achieved without sharing personal data?

Some Commissioning Bodies which BACT undertake work for, may require data sharing as part of their contractual requirements. All personal data will be shared securely and administered in line with current legislation.

Access to information

You have a right to know what personal data is held about you. This is sometimes known as a '*Data Subject Access Request*'.

You may be asked to complete a Subject Access Request form, in addition you may be asked for identification so that we do not provide your data to anyone else.

If you believe that any information we are holding on you is incorrect or incomplete, please inform us as soon as possible. We will promptly correct any information found to be incorrect.

Links from our site

Our website may contain links to other websites.

Please note that we have no control of websites outside of www.bact-online.co.uk. If you provide information to a website to which we link, we are not responsible for its protections or privacy.

Always be wary when submitting data to websites, read the sites privacy policy fully.

Contact

Should you have any questions or requests, please send them to;

BACT, Unit 8, Rutherford Business Park, Marley Lane, Battle, East Sussex. TN33 0TY.

Or you can contact us via the email address bactoffice@bact-online.co.uk.