



## **Merseylink Concession Fair Processing Notice**

Merseytravel is the 'data controller' for your personal information. This means that we decide the purpose and means of how your data is used as part of the administration of the Merseylink 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](mailto:DPO@merseytravel.gov.uk)

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

Your information is being used by Merseytravel to administer the Merseylink Scheme to process your application and we are able to do this as part of our functions under the Transport Act 2008.

In the case of sensitive/special categories of personal data, our legal basis for processing this data is based on reasons of substantial public interest, namely Merseytravel's obligations under the Transport Act 2008

The categories of information being processed include your name, address, postcode, contact telephone number, email address, date of birth, emergency contact name, photograph, proof of eligibility and mobility needs and signature.

Your information will be shared with partners such as our service providers for the purposes of administration of the scheme.

Your data will be kept for a period of 2 years from the date of application. This retention has been determined by Merseytravel's business need.

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.

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](http://www.ico.gov.uk)  
0303 123 1113

Merseytravel is required to process your information in accordance with Merseylink Terms and Conditions. Failure to provide your personal data would lead to the inability for Merseytravel to process your application and participation in the Merseylink Scheme.