

South Yorkshire Safer Roads Partnership

Data protection protocol

Summary

This document sets out how the South Yorkshire Safer Roads Partnership (SYSRP) handles personal data. It outlines what personal information we collect, how we use it and where it is stored.

Communications framework

| | |
|-----------------|---------------------------------|
| Name | Data protection protocol |
| Version | 1.5 |
| Last updated | 3 February 2021 |
| Review schedule | Annual, ahead of financial year |
| Review date | 31 January 2022 |
| Review body | Safer Roads Tactical Group |

Our public privacy statement

Who is responsible for this website?

This website is hosted by [South Yorkshire Passenger Transport Executive](#) on behalf of South Yorkshire Safer Roads Partnership (SYSRP). You can skip to the section about how this website uses cookies by clicking [here](#). *(Note: On the website, this is a link to a section further down the page. In this document it is under the heading 'Use of cookies')*

Who is responsible for SYSRP's data protection policy?

The Partnership is not a legal entity in its own right and, as such, does not have its own Data Protection Officer, however it is aligned to Sheffield City Council's data protection policy.

The Council's Data Protection Officer can be contacted by email at informationmanagement@sheffield.gov.uk.

Council telephone number: 0114 2734567

Collecting personal information

We collect personal information in a variety of ways, for example, via paper or online forms, by telephone and by email and letters. In most cases this information is provided directly by the person themselves, however sometimes it is referred to us by one of the Partner organisations within SYSRP. An example of this would be South Yorkshire Police referring a public enquiry to us, in which they would share the contact details of the enquirer.

We use Google Analytics on our website to provide information about our website users. To accomplish this we use cookies. For more information, see below.

Our legal basis for collecting personal information

Where we collect information, the legal basis to do so is to fulfil a contract (for example where you have asked us to provide training or information and we require your details to do so) or by consent (for example where we have asked for business contact details of approved driving instructors (ADIs) for our ADI referral pool). Where we have personal information collected by consent, the individual has the right to withdraw that consent at any time.

How we use personal information

We obtain, create and manage a large amount of information relating to the services, training and events that we run.

We use the information provided to us to:

- Plan and deliver training courses that members of the public have registered for
- Facilitate training or services provided by third parties (for example CBT Plus)
- Maintain records about who has previously used our services
- Obtain opinions and feedback about our services and training for the purpose of evaluation

How we store your personal information

Personal information is stored securely on our internal servers at Sheffield City Council, South Yorkshire Fire and Rescue, South Yorkshire Police and South Yorkshire Passenger Transport Executive. We do not share or store personal information outside of the European Union.

Sharing personal information

Where necessary, we may share personal information with Partner organisations that provide services on behalf of SYSRP. For example, our BikerDown! training is delivered by staff from South Yorkshire Fire and Rescue. In such cases, we only provide the minimum information necessary to enable them to provide services. These organisations are required to retain personal information in a secure manner and only use it to provide the services they provide on behalf of the Partnership. This is set out in their respective data protection policies, which can be found on their websites:

Partner organisations which employ our staff:

- [Sheffield City Council](#)
- [South Yorkshire Fire and Rescue](#)
- <https://sypte.co.uk/PrivacyPolicy>
- [South Yorkshire Police](#)

Other Partnership members with whom your information may be shared:

- [Barnsley Council](#)
- [Doncaster Council](#)
- [Rotherham Metropolitan Borough Council](#)
- <https://highwaysengland.co.uk/about-us/privacy-notice>
- [The University of Sheffield](#)
- [South Yorkshire Safety Cameras](#)
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Where we collect information on behalf of a third party this will be clearly stated. We will pass this information on straight away and will not keep a record.

Where ADIs have given us consent to share their business contact details, we will do so with members of the public upon request.

How long we keep information for

We only keep information for as long as is necessary. Most personal information that we keep on file is for the purpose of providing services to members of the public who have requested them. In the case of our training courses, we will keep a record of those who have previously attended on file for as long as that course is available to assess future eligibility.

Where we no longer need your information, it will be disposed of securely.

Legal rights

Withdrawal of consent

Where we have collected, processed and stored personal information with the consent of an individual, that individual has the right to withdraw that consent at any time by filling in this [form](#). (Note: on the website this links to [sysrp.co.uk/privacy/withdrawconsent](https://www.sysrp.co.uk/privacy/withdrawconsent))

Subject access requests

Members of the public have the right to ask for access to the information held about them via a Subject Access Request. This can be done by clicking [here](#). (Note: on the website this links to <https://www.sheffield.gov.uk/form/your-city-council/make-a-subject-access-request>)

Making a complaint

If a member of the public is unhappy about the way personal data has been handled, they may lodge a formal complaint to Sheffield City Council (or any of our Partner organisations).

They also have the right to raise a complaint via the Information Commissioners Office, who will independently investigate their concerns.

Use of cookies

We use Google Analytics on our website to provide information about our website users. To accomplish this we use cookies. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We are able to capture the following information about our user's visit:

- the IP (Internet Protocol) address from which they access the website
- the browser and operating system used
- the date and time of the visit
- the pages, files, documents and links accessed

- the path by which our site was accessed (ie if the user clicked to our website from another one).

All of the data we collect is aggregated and, as such, we cannot use it to identify the user personally and we will only use the data for statistical purposes.

The table below explains the cookies we that we use

| Domain | Name | Expiration |
|-----------------------------|--------------------------------|-------------------|
| sysrp.co.uk | .ASPXAUTH | Session |
| sysrp.co.uk | ASP.NET_SessionId | Session |
| sysrp.co.uk | cookieconsent_dismissed | Session |
| sysrp.co.uk | ecm | Session |
| sysrp.co.uk | EktGUID | Session |
| .cloudflare.com | sm_au_c | Session |
| sysrp.co.uk | _ga | Session |
| sysrp.co.uk | _gat | Session |
| sysrp.co.uk | _gid | Session |
| google.co.uk | _sm_au_c | Session |
| google.co.uk | NID | Session |
| google-analytics.com | _sm_au_c | Session |
| google.com | _sm_au_c | Session |
| gstatic.com | _sm_au_c | Session |

If you would like further information about the cookies being used on this website, please refer to Google's Analytics website

END OF PUBLIC STATEMENT

Day to day operation

Who has access to personal information?

As SYSRP is not a legal entity in its own right, our staff members operate under the policies and protocols of their respective employers. For the purpose of simplicity and transparency, the personal data that we hold is done so in line with Sheffield City Council's data protection policy, which can be found on the Council website. This policy allows information to be shared with Partner organisations within SYSRP, the detail of which is outlined in the table below:

| Project | Data Collected | Purpose | Shared with | Retention |
|---|---|---|---|---|
| BikerDown! | Name Email Phone Post code | Confirm booking Eligibility for scheme Sending out certificates | South Yorkshire Fire and Rescue South Yorkshire Police | Lifetime of scheme or 3 years, whichever is sooner (for eligibility purposes) |
| CBT Plus | Name Date of Birth Email Mobile CBT certificate no. | Eligibility for scheme | South Yorkshire Fire and Rescue South Yorkshire Police | Lifetime of scheme or 3 years, whichever is sooner (for eligibility purposes) |
| DTS scheme – on line theory/hazard perception training for learner drivers and riders | Name Email Post Code | Eligibility of scheme Follow up reminder to take up the offer | South Yorkshire Fire and Rescue/ SYPTE | Lifetime of scheme or 3 years, whichever is sooner (for eligibility purposes) |
| Various road user safety resources/packs | Name Address | To post out information | South Yorkshire Fire and Rescue | Lifetime of scheme or three years, whichever is sooner (for eligibility purposes) |

| | | | | |
|--|-----------------------------------|--|--|--|
| Volunteers | Name Address Email Phone | Arrange attendance at events | South Yorkshire Police | Until volunteer steps down from post |
| Queries and complaints to Safer Roads Manager or SYSRP enquiries inbox | Name Address Email Phone | For the purposes of responding to a request/ complaint | Relevant local authority, SYPTE, South Yorkshire Police, South Yorkshire Safety Cameras as appropriate | Until the request has been dealt with/ responded to or passed on |

How information is handled and stored

To comply with data protection laws, all personal information is stored securely and only authorised staff are allowed access to it. The following guidelines apply:

- All documents which contain personal data are password protected.
- Documents that contain personal information are not routinely shared by email. Instead they are shared via shared drives/networks
- Personal data must not be saved to removable storage devices (eg USB memory sticks, external hard drives, CD/DVD)
- Hard copies of personal data should be kept to a minimum, stored securely and destroyed when no longer needed
- When collecting personal information, no one who isn't authorised should be able to see or access it
- Emails that contain personal information should be deleted as soon as possible. If personal information needs to be retained, it should be saved securely in a password protected file