

# Coggeshall Community Bus Ltd

## Passenger Data Privacy Notice Relating to SMS Notification Service

The General Data Protection Regulation (**GDPR**) came into force on the 25<sup>th</sup> May 2018, and introduced changes to the information that an organisation must provide to individuals relating to how it uses and stores personal data. This Privacy Notice incorporates these new requirements, and now forms part of the Data Protection Policy of the Coggeshall Community Bus Ltd, hereafter referred to as C.C.B .

This Privacy Notice is subject to change from time to time. The board of the C.C.B will notify of any changes as they occur.

### **How does C.C.B collect personal information about you?**

The C.C.B initially collects information directly from you, when you register for our free SMS notification service.

### **What information does the C.C.B currently hold about you?**

- Your name
- Your mobile telephone number

### **How does the C.C.B use your personal data?**

The C.C.B will only use your personal information for the purposes of:

- Communication with you
- Performing our internal business functions including auditing our records.

### **How does the C.C.B keep your personal data safe?**

All personal data is secured at all times. Personal data held on the Internet is subject to username and password access to ensure security is maintained.

### **How long will the C.C.B keep personal information?**

The C.C.B will only keep personal information for as long as you are subscribed to the SMS Notification Service

### **Who may the C.C.B share your information with?**

The C.C.B will not share your personal data with any third parties.

## **What are your rights with respect to your personal information?**

Under applicable law, you have the right to:

- Request a copy of your personal information
- Request the correction and/or deletion of your personal information, request the restriction of the processing of your personal information, or object to that processing.
- Complain to the Information Commissioner's Office if your privacy rights are violated, or if you have suffered as a result of unlawful processing of your personal information.

### **Contacts**

If you would like to exercise any of the rights you have with regard to the personal information that the C.C.B holds about you, please write to:

The Data Protection Officer  
Coggeshall Community Bus Ltd  
Dickens House,  
Guithavon Street,  
Witham,  
Essex CM8 1BJ

Or email [passengers@coggeshallbus.co.uk](mailto:passengers@coggeshallbus.co.uk)