



# BIKE LIBRARY

## Co-op Academy Belle Vue Bike Library Privacy Notice

### Introduction

Transport for Greater Manchester is committed to making sure that we tell you about the ways in which we use your personal information and that we have the right controls in place to make sure it is used responsibly and kept safe from inappropriate access, theft, or misuse.

This notice explains how we use your information and tells you about your privacy rights and how the law protects you.

The Greater Manchester Bike Libraries is a new scheme that allows individuals to borrow a bike for free. The libraries have been provided funding by Transport for Greater Manchester with the aim of encouraging people to take advantage of the new cycling routes that are being delivered as part of The Bee Network.

Co-op Academy Belle Vue and TfGM will be independent controllers of the information they collect as part of this scheme.

### What categories of personal data are used?

In order for Co-op Academy Belle Vue to provide the service we may need to collect the following information:

- Name
- Email address
- Address
- Telephone number

As TfGM has provided funding for the scheme we would like to contact you for evaluation purposes to determine if the scheme has been a success. In order for us to send you an evaluation survey, Co-op Academy Belle Vue will provide us with the following information in order for us to contact you:

- Name
- Email address

As part of the evaluation survey we may ask for personal information from you. This information will be voluntary and you do not need to provide it if you do not wish to.

- Name
- Email address
- Demographic information, including age range, gender, and ethnicity.

### Under what legal basis does the processing of personal data take place?

The UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 provide for a number of different legal bases under which processing of personal data may take place. In relation to the processing of the personal data by TfGM for the Bike Library scheme the following basis applies:

Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

For any special category information that may need to be processed we will be relying on:

Article 9(1) processing is necessary for reasons of substantial public interest.

In relation to Co-op Academy Belle Vue for any personal data we collect and shared with TfGM we will be relying on:

Article 6(1)(a) the data subject has given consent to the processing of his or her personal data.

### How do we keep your information safe?



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TfGM is committed to keeping your information safe and protected from accidental loss or alteration, inappropriate access, misuse or theft.

As well as technical, physical and organisational controls, we recognise that a well-trained, informed, and security alert workforce minimises privacy risks from human error and/or threats from malicious actors.

TfGM will expect that all GM Bike Libraries will have appropriate security measures in place to keep your information safe.

## **How long is information kept for?**

We will only keep your information for as long as we need in order to carry out the GM Bike Libraries scheme. TfGM will keep your information for 1 year after the scheme has ended in order for evaluations to be collected and reviewed.

## **Who will we share your information with?**

GM Bike Libraries will only share your personal information with TfGM for evaluation purposes. TfGM will not share your personal data with any other third parties.

There may be some limited circumstances where your information may need to be shared with appropriate law enforcement agencies.

## **Your rights as a data subject (any individual person who can be identified)**

The UK GDPR gives you the following rights over your information:

- **Your right to get copies of your information**  
You have the right to ask for a copy of any information about you that is used.
- **Your right to get information corrected**  
You have the right to ask for any information held about you that you think is inaccurate to be changed.
- **Your right to limit how your information is used**  
You have the right to ask for the use of any information held about you to be restricted. For example, you can ask this where you think the information TfGM is using is inaccurate.
- **Your right to object to your information being used**  
You can ask for any information held about you not to be used. This is not an absolute right and TfGM may need to continue to use your information. We will tell you why if this is the case.
- **Your right to get your information deleted**  
You can ask for any information held about you to be deleted. This is not an absolute right and TfGM may need to continue to use your information. We will tell you why if this is the case.

For further information about your bike library scheme please contact: [bell-lettings@coopacademies.co.uk](mailto:bell-lettings@coopacademies.co.uk).

For further information about anything in this privacy notice, to find out what information we hold about you, or if you wish to exercise any of your other information rights, please contact us at [data.protection@tfgm.com](mailto:data.protection@tfgm.com)

If you are not satisfied with the response from us, you can complain to the Information Commissioner's Office. For further details on this and your information rights please visit the Information Commissioner's website.

Further information about data privacy and your rights under the General Data Protection Regulation (GDPR) can be found at the ICO website [www.ico.org.uk/for-the-public](http://www.ico.org.uk/for-the-public).