

Data Protection Policy 2018

We collect and use personal information of our passengers and friends to improve our services, increase awareness and fundraising. Our bus Bartons needs volunteers and donations to remain viable. We respect the privacy of our customers and unless legally required to do so, will never share their information with another party.

- **CCTV Footage**

Our main vehicle has a front and cabin facing cameras. Both record continuously when the bus is in operation. These recordings are only be used in the event of an accident or passenger dispute. Recordings are kept on a password protected laptop for 12 months before being deleted.

- **Emails**

Any emails addressed to rbrown.ourbusbartons@gmail.com are kept on a secure Gmail server for a year before permanent deletion. If appropriate, the senders are invited to join our *Friends of OurBus Bartons Mailing List*.

- **Booking requests all contacts made through our website**

During the booking process, we require your name, email and telephone numbers and address. Completed booking forms are stored on our Dropbox server and deleted from here and by other volunteers involved in the hiring after 12 months. If appropriate, the senders are invited to join our *Friends of OurBus Bartons Mailing List*.

- **Friends of Our Bus Bartons Mailing List**

Created to meet new GDPR law in May 2018, our mailing list maintained by mailchimp.com. All current subscribers have opted in to receiving emails from us and all new subscribers are invited to join and those wishing to leave are deleted immediately.

You have several legal rights in relation to personal data, including the rights to request access, correction and / or erasure and to object to certain processing. You can contact OurBus Bartons' Data Protection Officer at rbrown.ourbusbartons@gmail.com or by using the postal address below.

We may change this Privacy Policy from time to time. Please check back for updates.