**Active Travel Awards privacy and information security statement**

The evidence, including photos, that you submit to Doncaster Council for assessment will be used as part of the assessment for our Active Travel Awards. We will also use the information you submit to promote active travel in Doncaster including public displays, websites and social media, leaflets and posters.

Before you submit your evidence you must ensure that you have gained the consent of anyone identified for submission to the Active Travel Awards. This means that you should, for example, not include identifiable photographs unless consent has been gained by explaining to individuals what their information is being used for.

**Please tick to confirm that you have understood the information above.**

School or organisation name: …………………………………………………..

Contact name………………..…………………………………………………….

 Signature…………………………………………………………………..

**How will the data be stored?**

The data that you submit will be stored securely in Doncaster Council’s secure server.

**How long will the data be stored?**

For the first year of the project all information that is submitted will be held by Doncaster Council in line with Retention Guidelines for Local Authorities, which has been produced by the Records Management Society. The data will be held by DMBC for 3 years after submission and will then be destroyed.

**Do I have a right to withdraw the data?**

Yes, you are able to withdraw your data at any time. This must be done in writing to -

Email: Transportationunit@doncaster.gov.uk

Address: Transportation Team, Doncaster Metropolitan Borough Council, Civic Office Floor 4, Waterdale, Doncaster, DN1 3BU

**Complaints**

The Data Controller is Doncaster Council and the data is processed under Section 12 of the Health and Social Care Act 2012 which relates to Duties as to improvement of public health.

If you have any complaint or compliment please refer to our website: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

You also have a right to lodge a complaint with the Information Commissioner’s Office: [www.ico.org.uk](http://www.ico.org.uk)