

## Privacy Notice: Bus Service

When you request bus tickets online the University of Greenwich processes the following personal data about you:

- Name,
- Student / staff ID number,
- E-mail address,
- Mobile phone number,
- Journey history,

The data is stored on our behalf in London UK by TransMach Systems Limited, Unit D1- Phoenix Industrial Estate - Rosslyn Crescent - Harrow - HA1 2SP. The retention period is 24 months. If you are not active for this period, we will contact you by e-mail to advise you.

We process personal data about you for the following reasons:

- To establish your identity.
- To contact you about your ticket or journey booking.
- To assist with the any ticket purchase authorisation processes.
- To link your ticket(s) to your mobile phone
- To link your ticket(s) to your Greenwich Gateway Card in the future.

We rely on the following legal basis/bases for processing the data:

- Contract with the individual.

As part of the ticket payment process you are required to submit your bank card details, address and post code. This data is transmitted to the SagePay gateway for the purpose of authorising the payment and is not stored.

You have rights as a Data Subject. You can see more information about those rights on our website.

To contact Peter Garrod, the University of Greenwich Data Protection Officer and University Secretary, email: [compliance@gre.ac.uk](mailto:compliance@gre.ac.uk).

4 Sept 2020

Ends