

## Bus Service Privacy Notice

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

- Your name
- Your e-mail address

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, you will be contacted by e-mail. If you do not respond to the e-mail by logging in within 30 days your account and data will be deleted.

We process personal data about you for the following reasons:

- To establish your identity.
- To contact you about your ticket or journey booking.

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 input 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).

Last reviewed 09-07-2024

Ends