LAMA Passenger Registration Form



Essential Information

Passenger name:	
Passenger preferred means of contact: (Home tel, mobile or email):	
Passenger address: (and postcode)	
I agree that LAMA may hold my data, as detailed in this form, in accordance with LAMA's privacy policy, which I accept. I confirm that I am: (tick one box below as appropriate)	
☐ A Lerryn Area resident.*	☐ Residing temporarily with a Lerryn Area resident.*
☐ An assistant of a Lerryn Area resident.**	☐ An essential carer of a Lerryn Area resident.**
Signature:	Date:
 * The "Lerryn Area" encompasses Lerryn, St Veep, St Winnow, Boconnoc, Lostwithiel and the districts that surround them. Minors (defined as young people under the age of 18) who wish to travel on their own must register as a passenger in their own right and their application must be supported by a letter signed by a parent, guardian or carer. ** Assistants and Carers may only travel on the minibus when they are accompanying a Lerryn Area resident. 	
Voluntary Information	
Passenger other means of contact: (Home tel, mobile or email):	
	☐ Please tick this box if you are a WhatsApp user
In the event of an unforeseen incident, LAMA will endeavour to inform the person you nominate below:	
In Case of Emergency (ICE) Contact Name:	
ICE relationship to you:	
ICE means of contact: (Home tel, mobile and/or email):	
	☐ Please tick this box if ICE is a WhatsApp user
ICE address: (and postcode)	

LAMA Passenger Privacy Policy

We will use your information as follows:

- Your address details will be used for determining your eligibility to travel as a passenger on the LAMA minibus.
- Your contact details will be used for the purpose of contacting you in the event of trip
 changes or cancellation, and to inform you of forthcoming trips and fund-raising
 events.
- Your mobile number (if you have one) and your ICE name and number (if you have nominated someone) will be recorded on the driver's journey sheet for each trip that you book onto.
 - This provides essential information for the driver and emergency services should there be an incident during the trip.
 - In the event that you do not return to the bus within 10 minutes after the appointed departure time, the driver will try to contact you if a mobile number is provided, otherwise the booking clerk will be asked to contact your ICE number and the driver will continue the trip without you.
- In order to comply with General Data Protection Regulations (GDPR 2018), LAMA needs
 your express permission to hold your name, address and telephone number. If you
 provide information over the telephone, on the first trip you make the driver should
 have your LAMA Personal Data Form and Privacy Policy for you to sign and date. You
 may have a copy of this on request.
- We will assume that your ICE contact agrees to you providing their information. We will treat your ICE contact information in the same way as we treat yours.
- All data may be stored both on paper and electronically. Your data will not be shared with any person other than LAMA Committee members and drivers, and, if necessary, the emergency services.
- Please inform us in the event that your own or your ICE contact details change. We may contact you periodically to review the personal and ICE details that we hold for you.
- Your data will be held by LAMA for as long as you continue to use our service. If you do not use the service for an extended period, your data will be destroyed. If you want to use the service again at a later date then we will ask you to provide your data again and a new record will be made.