

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.