



Digital Safeguarding & Privacy Training Summary for Drivers & Passenger Assistants

Terago Ltd
Glass Pod 5
Airport House
Purley Way
Croydon CR0 0XZ

Co Reg No: 10565119
VAT Reg No: 302945811
TfL Operator Licence No 009648

We have a responsibility as the provider of transportation services to various Councils and other bodies for data protection and managing the data that is shared with you as a provider to deliver a transport service.

Whilst some parents and families will share their personal mobile numbers with you of their own volition, you must maintain a professional relationship with the passengers, families and schools at all times.

You are not allowed at any time nor must you communicate with the pupils on mobile phones, via social media of any form or other such devices.

Naturally it will be required for you to be in verbal communication with your passengers, or appropriate and normal greeting and recognition gestures for the nonverbal pupils, with the pupils as a passenger during their work on the route, collections and drop offs. However, any other contact is totally unacceptable and inappropriate. For example, a child's mobile phone number, social media details etc. are not necessary nor should they be held or used by you.

Any data that you are provided with relating to the passenger or their family, is only for use in the course of executing the booking.

Thank you for your support in protecting the children.

Revised 29/03/2023

Signed

A handwritten signature in blue ink, appearing to be 'David Lane', written in a cursive style.

David Lane

Director