Code of Conduct for In-House Car Share Scheme

**Document Owner:** Corporate Sustainability

**Version:** V1

# Overview

The purpose of this document is to provide information regarding the Edge Hill University In-House Car Share Scheme, to help ensure the safety of Users of the scheme, and to advise on how data will be used.

# Access to Data

Your data will be accessible by Corporate Sustainability, IT Services and Campus Support. Access to your data will only be made for the purposes of arranging your parking permit and for finding car share matches. Your data will be entered into a database for the purposes of finding a car share match - including your postcode, name and email address. This database will only be accessed by the Corporate Sustainability team, including our interns and work placements, and will be password protected once downloaded and entered into the In-House system.

# Use of Data

When a member of staff or student at EHU opts in the In-House car scheme, they are permitting for their name and EHU email address to be shared with other Users of the scheme. No other personal details will be shared with other Users.

Once Corporate Sustainability identifies suitable car sharing matches based on postcodes, an introductory email will be sent out to introduce potential matches to each other.

Users will then have the opportunity to share further details, such as address and working patterns, in order to find other Users to car share with. Users can share additional information such as contact details with other Users they are matched with, if they feel comfortable to do so. Users should not share another User’s information without their consent.

If you change your mind about being involved in the In-House Car Share Scheme, then you are welcome to do so at any time by emailing Corporate Sustainability on sustainability@edgehill.ac.uk. Please note that while we will contact anyone you have already matched with to let them know you are no longer participating in the scheme, we cannot guarantee contact will cease.

# Staying Safe

Users of the In-House Car Share Scheme are never under any obligation to share a lift. If a User does not feel comfortable, they should not take part in a lift even if it has been previously agreed upon.

It is recommended that you meet with a potential car share match prior to your first journey to ensure that you are happy to start car sharing with each other. This is often a good time to discuss logistics around where and when you will pick up from, where to meet at the end of the day and any arrangements you would like to make around sharing fuel costs.

We ask for all Users to remain respectful when communicating with other Users via email or in person.

If Users have any concerns regarding lifts or matches, they can contact sustainability@edgehill.ac.uk.