

**School:****SEEMIS Number:****Application for a Young Scot (YS) National Entitlement Card with or without travel**

Do not use this form for a replacement for a lost card.

PLEASE READ THE GUIDANCE NOTES BEFORE YOU COMPLETE THE APPLICATION FORM. YOU HAVE THE RIGHT TO OBJECT TO YOUR PERSONAL DATA BEING PROCESSED IN CONNECTION WITH THE NATIONAL CARD; IT WILL NOT BE POSSIBLE FOR YOU TO USE A CARD IF WE STOP PROCESSING YOUR DATA

**Personal Details**

Please complete the following details in BLACK ink and in CAPITAL letters

FEMALE

MALE

TITLE: .....

FIRST NAME: .....

MIDDLE NAME: .....

SURNAME: .....

DATE OF BIRTH: .....

HOUSE/FLAT NO.

or HOUSE NAME: .....

ADDRESS: .....

POST CODE: .....

TEL. NO: .....

MOBILE NO: .....

EMAIL ADDRESS: .....

**Please only use this form to apply for a National Entitlement Card through your school.**

**A digital photograph is also required.**

## Declaration to be completed by Applicant after completion of main form

### Applicant's Declaration

A. I confirm that, as far as I know, the details I have provided are complete and accurate and I understand that action may be taken against me if I have provided false information or if I misuse the services provided. I understand that I must promptly inform my council of any changes that may affect my entitlement to services. I have read the information on this form and the Terms and Conditions at [www.nec.scot](http://www.nec.scot) and agree to the processing of the personal details on this form to the extent necessary for the administration of the National Entitlement Card scheme.

If the applicant is under 12 years of age the signature must be that of the parent or guardian. I agree to the processing of my personal details to the extent necessary for the administration of the National Entitlement Card scheme

Signature \_\_\_\_\_ Date \_\_\_\_\_

B. I confirm that I agree to the processing of the personal details on this form for the provision of Concessionary Travel and would like Concessionary Travel added to cards provided as a result of this application.

### Applicant Signature (parent /carer if applicant aged under 16 year old)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please PRINT your name here if signing on behalf of another as parent / guardian / attorney:

\_\_\_\_\_

### GUIDANCE NOTES:

#### GUIDANCE NOTES

#### ABOUT THE NATIONAL ENTITLEMENT CARD

The National Entitlement Card (NEC) is Scotland's National Smartcard, offering access to many public services across the country. You may recognise or know the NEC as a bus pass, library card or Young Scot card, however, this one card may be able to grant you access to multiple other public services as well. Already over two million people can use their card for Concessionary Travel, Library Membership, Young Scot, and various school services including School Meals Payments.

Your application for a card uses personal data and photograph held by your child's school. If you are applying on behalf of a child under the age of 11 years using this form, no photograph will be used.

#### Young Persons' Free Bus Travel Scheme

All under 22s resident in Scotland will have access to free bus travel from 31 January 2022. Those eligible will receive access to the **Young Persons' Free Bus Travel Scheme** using their National Entitlement Card, allowing them to travel for free on buses across Scotland.

However, children under the age of 16 **MUST** have approval from their parent or guardian before free travel is added to their card. As a parent/guardian, you are giving approval by signing PART 4 of this form. You can find out more information online at [www.transport.gov.scot](http://www.transport.gov.scot)

#### YOUNG SCOT (for those aged over 11 years old)

Young Scot is the national youth information and citizenship charity in Scotland. Your child's National Entitlement Card will normally be issued as a Young Scot Card with their date of birth and a PASS (National Proof of Age Standards Scheme) hologram, meaning it can be used as a proof of age across the UK.

The Young Scot card helps your child access all the Young Scot information services, as well as discounts and special offers in places across Scotland and over 30 other European countries. Young Scot holders aged over 16 but less than 19 years old are also eligible for additional concessionary travel benefits. You can find out more information online at [www.young.scot](http://www.young.scot)

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## PRIVACY NOTICE

This is a summary of how your child's personal data is used when you apply for their National Entitlement Card (NEC). Further details can be found at [www.nec.scot/privacy-policy](http://www.nec.scot/privacy-policy)

You provide, or ask your Council to provide on your behalf, your child's name, address, date of birth, gender and contact details, and if they are aged over 11, their photograph. This is personal data and is protected by UK law. The law says that you must be told about how your data will be processed and what rights you have in connection with this.

A Data Controller makes decisions about why and how data is processed. Scottish Councils (the Councils) are Data Controllers for the NEC Scheme. If you live in West Lothian, the Data Controller for your data will be West Lothian Council.

Each Council has a Data Protection Officer whose job is to help the Council obey the law when handling your data. West Lothian Council Data Protection Officer's address is: Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

The Councils process this data on the basis that is necessary to perform a task carried out in the public interest and in the exercise of official authority vested in the Councils.

The Councils ask others to handle your child's data on their behalf. These bodies are only allowed to use your child's data to assist in providing and administering your child's NEC as instructed by the Councils.

The Councils have appointed suppliers to handle the data required to produce the cards and send them out; these suppliers are managed by Dundee City Council.

The Councils are members of the Improvement Service. This company will also use the data on behalf of the Scottish public sector to make it easier for your child to prove who they are if they are over 12 and choose to do so.

The NEC is a smartcard carrying your child's name; if they are over 11, it will also carry their photograph. Your Council will keep your child's data to help them look after your child's NEC. They will use it to issue any replacement for as long as you or your child choose that they hold an NEC. Your Council will use your child's data to keep their records up-to-date. The law requires that personal data is accurate. Your Council will use the data you supply to allow your child to prove who they are to others if they are over 12 and choose to do so.

When you apply for a card using this form, your child's card will give them access to the Young Person's Free Bus Travel Scheme using their National Entitlement Card. This will allow them to travel for free on buses across Scotland. The type of concession, card numbers and your child's date of birth and postcode are shared with Transport Scotland. This helps Transport Scotland plan future services. Your Council does not have access to details about journeys you take using national concessionary bus travel. Further details can be found at [www.transport.gov.scot](http://www.transport.gov.scot)

Transport Scotland require that those aged under 16 years old are only granted access to the Young Person's Free Bus Travel Scheme if their parent or guardian has given approval. Your Council are required to collect and retain information relating to parent or guardian approval for audit purposes.

The NEC is part of the saltirecard smartcard family. This means that some Scottish transport operators will let your child to use their NEC to store electronic tickets that are bought. To allow this, the numbers on your child's card are shared with Transport Scotland. You can choose to give an operator other information yourself. Further details about the saltirecard can be found at [www.transport.gov.scot](http://www.transport.gov.scot)

If you have asked for a Young Scot NEC, it will have your child's date of birth printed on it and a Proof of Age "PASS" hologram. Your child's personal data is not processed by Young Scot or by PASS (the National Proof of Age Standards Scheme).

The Councils and Transport Scotland may be required to disclose your child's personal data to police or other authorities in connection with their duties. This will only be done if a request complies with the laws intended to protect your child's privacy.

Your child's personal data is only processed in the UK or countries belonging to the European Economic Area. All these countries have privacy laws that meet similar standards to the UK.

Your child's personal data will only be processed in connection with their NEC. Your child's data will be removed if they no longer require an NEC or if your Council believes your child no longer qualifies for the NEC. For example, if they no longer live in Scotland.

When you share your child's personal data, they become a Data Subject. As a Data Subject, they have a number of rights. These include:

1. the right to access the data held about them
2. the right to have data about them that is wrong put right
3. the right to have data about them erased or removed. If their data is erased, they will no longer be able to use their NEC
4. the right to ask for processing of their data to be restricted. For example, they can do this if they believe the data about them is not correct. If processing is restricted, they may not be able to use their NEC
5. the right to object to the processing of their personal data. If they exercise this right, your Council will confirm whether they still want their NEC before they stop processing their data.

Your child can exercise these rights by contacting your local Council; you may also be able to exercise these rights on their behalf. If you or your child think that the processing of their personal data breaks the law, you or they have the right to complain to a supervisory authority. The UK's supervisory authority is the Information Commissioner, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by phone on 0303 123 1113 (local rate) or 01625 545 745. More information can be found at the website <https://www.ico.org.uk>.

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#### **ONCE YOU HAVE COMPLETED THIS FORM...**

Once you have completed and signed this form, return it to your child's school office