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|  | **APPLICATION FOR THE YOUNG PERSON’S FREE BUS TRAVEL SCHEME TO BE ADDED TO A NATIONAL ENTITLEMENT CARD**  **For a young person to apply who:-**   * **is aged 16 to 18** * **is attending a Moray secondary school** |
| PLEASE ONLY USE THIS FORM TO APPLY FOR A CARD THROUGH YOUR SCHOOL  The information gathered is subject to the terms of the Data Protection Act 2018 | |

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| **PART 1: Personal Details** | | Card number (if you already have a card): | |  | |
|  | | | | | |
| Name of child: |  | | Date of birth: | |  |
|  |  | |  | |  |
| Address: |  | | Postcode: | |  |

**PART 2: Young Person’s Free Bus Travel Scheme**

By requesting a card using this form, you will be asking to be given access to free bus travel within Scotland. Please read the **Young Persons’ Free Bus Travel Scheme** notes on the next page.

**PART 3: Young Scot and PASS Hologram**

The card will have the Young Scot logo, giving you access to all of the Young Scot information services, as well as discounts and special offers across Scotland and over 30 Europe countries. The card will have the PASS hologram means that you can use the card as a proof of age card across the UK. Please select one option below:-

☐ I do want the Young Scot logo and PASS hologram on my National Entitlement Card

☐ I do NOT want the Young Scot logo and PASS hologram on my National Entitlement Card

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| **PART 4: Photograph (only if a new photograph is needed)**  If you wish to update the photograph on your card, please provide one passport type colour photograph.  The photograph should be a close-up of your head. Please do not wear a hat or head covering (unless for religious reasons) or have your hood up or wear dark glasses.  Please write your name on the back of the photo and attach it securely to the form (no staples please). Alternatively you can email a photo to your school office. |  |

**PART 5: Declaration**

I have read the information on this form and the Terms and Conditions at 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 and for the Young Persons’ Free Bus Travel Scheme.

I confirm I would like Concessionary Travel added to cards provided to my card as a result of this application.

If providing a photograph, I confirm that the photograph is a true likeness of myself and that I understand that making a false declaration is a criminal offence.

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| Signature: |  | Date: |  |

**SCHOOL USE ONLY – PHOTO REFEREE DECLARATION (if replacement photo is provided)**

**Photograph referee details & declaration**

The photograph referee must know the applicant (for example, guidance teacher or class teacher)

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| School Name: |  | |
|  |  | |
| Name of staff member verifying the likeness of the submitted photograph: | |  |
|  | |  |
| Job title of staff member verifying the likeness of the submitted photograph: | |  |

**DECLARATION**

I confirm that the photograph attached to this form is a true likeness of the applicant and that I understand that making a false declaration is a criminal offence\*

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| Referee’s Signature: |  | Date: |  |

**School Office: Please send this form to Business Support, Education, Moray Council, High Street, ELGIN, IV30 1BX**

* if photo attached, ensure name is written on back of photo
* if photo is emailed, forward with electronic referee declaration

**GUIDANCE NOTES & PRIVACY STATEMENT**

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**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.

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**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. You are giving approval by signing PART 5 of this form. You can find out more information online at [www.transport.gov.scot](http://www.transport.gov.scot)

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**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 Moray, the Data Controller for your data will be Moray Council.

Each Council has a Data Protection Officer whose job is to help the Council obey the law when handling your data. Moray Council’s Data Protection Officer's address is: Council Headquarters, Elgin, IV30 1BX.

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>