

# Application for a Young Person's National Entitlement Card

Form Number:  
Reg Class:

Current School:

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

BEFORE YOU START TO COMPLETE THIS FORM, PLEASE READ THE GUIDANCE NOTES. PLEASE USE **BLACK OR BLUE INK** AND WRITE IN BLOCK CAPITALS.

## PART 1: Personal Details

If any information here is wrong, please correct it on the right. If the information is correct, you do not need to do anything. The information you give here must be the same as the information held within the school.

	Information we have	New or amended information
Title		_____
Forename		_____
Middle initials		_____
Surname		_____
Date of Birth	__ / __ / __	_____
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address		_____ _____
Town/City		_____
Postcode		_____
Telephone		_____
Secondary School		_____

## PART 2: Young Scot, EURO Under 26 and PASS Hologram (optional – See Page 2)

If you are entitled, your card will have the Young Scot and European Under 26 (EURO<26) logos and a Proof of Age (PASS) hologram.

**I DO NOT want Young Scot, Euro<26, or PASS Hologram on my card.**

## PART 3: Applicant's Declaration

If the applicant is under 13 years of age the signature must be that of the parent or guardian. I have read the information on this form and the Terms and Conditions at [www.entitlementcard.org.uk/nec-termsand-conditions](http://www.entitlementcard.org.uk/nec-termsand-conditions) 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 provision of Concessionary Travel.

Signature

Date  /  /

# Application for a Young Person's National Entitlement Card

## GUIDANCE NOTES

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

### ABOUT THE NATIONAL ENTITLEMENT CARD

Local councils and other public sector agencies in Scotland have introduced the National Entitlement Card aimed at making it easier for people to access public services across Scotland. Already over a million people are using the card to get access to concessionary travel, library membership, leisure, school meals payment and various other school services.

### APPLICATION PROCESS

Across Scotland, many Councils have introduced services that can be accessed using the National Entitlement Card. See [www.entitlementcard.org.uk](http://www.entitlementcard.org.uk) for further details.

You have the right to object to your personal data being processed in connection with the National Entitlement Card; it will not be possible for you to use a card if we stop processing your data.

### PERSONAL DETAILS AND PHOTOGRAPH (PART 1)

We will use the following information we have stored on the school's management information system to produce your National Entitlement Card. Name, Address, Postcode, D.O.B, School, Registration Class and School Photograph.

**WHAT HAPPENS TO MY DATA? (PRIVACY NOTICE):** This is a summary of how your personal data is used when you apply for a National Entitlement Card (NEC). Further details can be found at [www.entitlementcard.org.uk](http://www.entitlementcard.org.uk).

You provide personal data when you apply for your NEC. This data is protected for you by European and 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. The Data Controller for your data will normally be your local Council

[www.mygov.scot/find-your-localcouncil](http://www.mygov.scot/find-your-localcouncil).

Your Council has a Data Protection Officer. Part of their job is to help your Council obey the law when handling your data.

The Data Protection Officer's contact details can be found on your local Council's website. Your name, address, date of birth, gender, photograph and contact details will be processed so you can be given an NEC. The type of proofs you used may also be processed. The Councils will 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 other bodies to handle your data on their behalf. These bodies are only allowed to use your data as instructed by the Councils.

The Councils have appointed a supplier to handle the data required to produce the cards and to send them out; this supplier is managed by Dundee City Council. The Councils are members of the Improvement Service. This company processes data from your card application to help the Councils keep your data up-to-date. The company will also use the data on behalf of the Scottish public sector to make it easier for you to prove who you are when wish to. The NEC is a smartcard carrying your name and your photograph. Your Council will keep your data to help them look after your NEC. They will use it to issue any replacement for as long as you want an NEC.

Your Council will use your 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 you to prove who you are to others.

The Scottish Councils also share some of your data with Transport Scotland. This allows your NEC to be used on Scottish public transport.

The NEC is part of the *saltire* card smartcard family. This means that some Scottish transport operators will let you use your NEC to store electronic tickets that you have bought. To allow this, the numbers on each card issued are shared with Transport Scotland.

You can choose to give the operator other information yourself. Further details about the *saltire* card 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 date of birth printed on it. It will also have a PASS hologram. Your personal data is not processed by Young Scot or by PASS.

If you are required to provide proofs when you apply for a Young Scot NEC, your Council will retain a secure note of the proofs provided. This is a requirement of PASS who conduct an audit to confirm that proofs have been checked.

If you have asked for a Young Scot NEC, and you are under 19 or a full-time volunteer, you will at some stage be eligible for national concessionary bus travel.

If you are entitled to national concessionary bus travel, your card will show what type of concession you have. The type of concession, card numbers and your 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).

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

Your personal data will only be processed in connection with your NEC. Your data will be removed if you no longer want to have an NEC. Your data will also be removed if your Council believes you no longer qualify for the NEC. For example, you may no longer have an address in Scotland.

When you share your personal data, you become a Data Subject. As a Data Subject, you have a number of rights:

You have the right to access the data that is held about you.

You have the right to have data about you corrected if it is wrong.

You have the right to have data about you erased or removed. If your data is erased, you will no longer be able to use your NEC.

You have the right to ask for processing of your data to be restricted. For example, you can do this if you believe the data about you is not correct. If processing is restricted, you may not be able to use your NEC.

You have a right to object to the processing of your personal data. If you exercise this right, your Council will confirm whether you still want your NEC before they stop processing your data.

Each of these rights can be exercised by contacting your local Council.

If you think that the processing of your personal data breaks the law, you have the right to complain to a supervisory authority.

The United Kingdom's supervisory authority is the Information Commissioner, whose website is [www.ico.org.uk](http://www.ico.org.uk).

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## **Part 2 - YOUNG SCOT, EURO UNDER-26 (EURO<26) AND PASS HOLOGRAM**

**Young Scot** - Young Scot is the national youth information and citizenship charity in Scotland. If you live in Scotland and are aged between 11 and 25 (under 26), your National Entitlement Card can be issued as your Young Scot Card. This will carry a PASS hologram along with your date of birth which means it can be used as a proof of age across the UK.

Your Young Scot card helps you access all of the Young Scot information services, as well as hundreds of discounts and special offers in places across Scotland and in over 30 other European countries. Young Scot card holders aged between 16 and 18 (under 19) are eligible for the Young Scot National

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

Once you have completed and signed the form at **PART 3**, or had it signed by a parent or guardian **if you are under 13 years old**, please return it to the school office.

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### **PROOF OF DATE OF BIRTH AND ADDRESS**

This information has already been supplied to your school and we therefore do not need to see this again.

**If you have any questions, please contact Skills & Youth Employment Team on 01786 233560 or email [skillsandyouthemployment@stirling.gov.uk](mailto:skillsandyouthemployment@stirling.gov.uk)**

**Please keep these notes for your own information.**