Application for Local Concessionary Travel Scheme

ORKNEY ISLANDS COUNCIL

*** MUST be completed, and at least one of the items marked # MUST be completed.**

First Name* _____

Middle Name(s) _____

Surname* _____

Date of Birth* _____/_____/_____

Gender Male ☒ Female ☒ Prefer not to say ☒

Address* _____

Island* _____

Postcode* _____

Telephone # _____

Mobile Phone # _____

Email address # _____

NEC Number - starts 6337_____

Declaration: I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect my eligibility to the Smartcard. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution. I understand that I must promptly inform the Council of any changes that may affect my entitlement to services.

The information provided may be used to prevent and detect fraud. Further information on how personal data is used is available on the National Entitlement Card website at www.nec.scot

I declare that I am a **full-time** resident at the above address/island and am eligible for a concessionary travel card; **and** hold a valid National Entitlement Card. I authorise Orkney Island Council to seek information as necessary to verify my application, including proof of disability and permanent address.

Disabled Person: I have enclosed (copy) valid evidence of disability.

Signature_____ **Date** _____

The photo on your National Entitlement Card will be used for your Orkney Ferries Smartcard. If you wish to update this please submit a passport style photo. Please allow 7-10 days for your SmartCard to be generated.

Completed forms should be returned to:

Marine Services & Transportation, Orkney Islands Council, Harbour Authority Building, Scapa, Kirkwall.KW15 1SD Tel (01856) 873535 or email transport@orkney.gov.uk

WHAT HAPPENS TO MY DATA? (PRIVACY NOTICE): This is a summary of how your personal data is used when you apply for a Smartcard. 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. The Data Controller for your data is the Head of Legal Services and can be contacted at Orkney Islands Council.

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

Your name, address, date of birth, gender, photograph and contact details will be processed so you can be given a Smartcard. The type of proofs you used may also be processed. The Council will process this data on the basis that it is necessary to perform a task carried out in the public interest and in the exercise of official authority vested in the Council.

The Council asks other bodies to handle your data on their behalf. These bodies are only allowed to use your data as instructed by the Council.

The Council has appointed a supplier to handle the data required to produce Smartcards. The Ferries Card is a smartcard carrying your name and your photograph. Your Council will keep your data to help them look after your card. They will use it to issue any replacement for as long as you want a Smartcard.

The Council will use your data to keep their records up-to-date. The law requires that personal data is accurate.

Your personal data will only be processed in connection with your National Entitlement Card and your Smartcard. Your data will be removed if you no longer want to have a National Entitlement Card or Smartcard.

Your data will also be removed if the Council believes you no longer qualify for the National Entitlement Card or Smartcard. For example, you may no longer have an address in Scotland and for the Orkney Smartcard, you may no longer live on one of the inner/outer isles.

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 National Entitlement Card or Smartcard.

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 National Entitlement Card or your Smartcard.

You have a right to object to the processing of your personal data. If you exercise this right, Orkney Islands Council will confirm whether you still want your National Entitlement Card / Smartcard before they stop processing your data.

Each of these rights can be exercised by contacting Orkney Islands 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

I have read the information on this form and agree to the processing of my personal details to the extent necessary for the administration of the Smartcard scheme and provision of Concessionary Travel.

Signature_____ **Date** _____

(parent/carer if applicant is under 16 years old, or on behalf of applicant as Power of Attorney)

Isles Residents Local Concessionary Travel Scheme
Orkney Ferries Concessionary Smartcard

ORKNEY ISLANDS COUNCIL

Any person aged 65+ OR disabled, who lives permanently on one of the inner or outer isles is entitled to 24 single trips per year (1 April – 31 March).

To be eligible to apply for the Local Travel Concessions Smart Card you must be:

1. in possession of the National Entitlement Card (NEC); and
2. be aged 65 or over; OR hold a valid Disabled* NEC; and
3. be a **permanent**^ resident on one of the isles: Eday, Egilsay, Flotta, Graemsay, Hoy, Rousay, Sanday, Shapinsay, Stronsay, Westray and Wyre.
   (North Ronaldsay & Papa Westray residents receive entitlement for inter-island air travel)

^Holiday homes and holiday homes used on a commercial basis do **NOT** qualify for this concession.

*Disabled Person: see below for criteria. Supporting documentation/proof **must** be submitted.

Eligibility under the disabled criteria requires the applicant to be in receipt of one of the following and provide proof:

Disability Eligibility Criteria	Passenger	C+1	Vehicle
~SSS - Social Security Scotland Award:			
Adult Disability Payment, Daily Living: Standard or Enhanced	✓	✓	
Adult Disability Payment, Mobility: Standard rate	✓		
Adult Disability Payment, Mobility: Enhanced rate	✓		✓
Child Disability Payment, Care component: Higher or Middle	✓	✓	
Pension Age Disability Payment - Care	✓	✓	
Pension Age Disability Payment - Higher rate Care	✓	✓	✓
Scottish Adult Disability Living Allowance: Higher or Middle Care	✓	✓	
Scottish Adult Disability Living Allowance: Higher rate Mobility	✓		✓
~DWP - Department for Work and Pensions Award:			
PIP Daily Living component: Standard or Enhanced	✓	✓	
PIP Mobility component: Standard rate	✓		
PIP Mobility component: Enhanced rate	✓		✓
Attendance Allowance: Middle rate	✓	✓	
Attendance Allowance: Higher rate	✓	✓	✓
Disability Living Allowance: Higher or Middle Care	✓	✓	
Disability Living Allowance: Higher rate Mobility	✓		✓
Other:			
○ Severely Sight Impaired: Certificate of Vision (CVI) Scotland	✓	✓	
○ Sight Impairment: Certificate of Vision (CVI) Scotland ○ Blue Badge holder (image of both sides required) ○ Profoundly or severely Deaf ○ Terminal Illness ○ Progressive Degenerative Condition ○ Loss of one or more Limbs ○ told not to drive on Medical Grounds (eg Epilepsy)~ ○ ~Mental Health Condition /Learning Difficulty /Personality Disorder~ ~form available on request	✓		