

## Midlothian Council – Young Person’s Free Bus Travel Scheme – Guidance for Primary Schools

### Overview

From 31 January, if you are 5–21 years old and live in Scotland then you are eligible for free bus travel from 31 January 2022, no matter your nationality.

Children and young people who are of Primary School age will need a new or replacement National Entitlement Card (NEC) to travel for free by bus. Parents or carer of 5–15 year olds must apply on their behalf. Children under 5 years old already travel for free on commercial bus services and do not need a card.

### Getyournec.scot

Parents/Carers can apply themselves at [www.getyournec.scot](http://www.getyournec.scot). This will be the quickest and easiest method to apply for a card.

A list of proofs and required identification can be found at <https://getyournec.scot/nec/?opt=NEC-Card/306>.

### Consent

If the pupil is 5–15 years old, then the parent or carer must apply on their behalf. This will make sure they are aware that pupils get to travel for free by bus and will allow parents/carers to continue to exercise responsibility over their wellbeing and safety.

Consent for free bus travel must be granted by the parent/carers. This can be done via the online application at [www.getyournec.scot](http://www.getyournec.scot) or via our local processes.

For our local processes, No cards will be issued unless an application form (Appendix 1) has been completed and declaration has been signed by the parent/carers.

## Process

1. Parent/Carer applies at [www.getyournec.scot](http://www.getyournec.scot) - this is the preferred method.
2. Where a Parent/Carer is unable to complete an online application, the following process can be followed:
  - a) Parent/Carer to complete attached form (Appendix 1)
  - b) Where Parents/Carers are unable to print a form at home, Schools can provide a copy.
  - c) Form to be handed to Primary School office.
  - d) School to check that address on form matches that held against pupil record in SEEMiS. (See Appendix 2)
  - e) School to check that individual signing the form is recorded as a parent or carer in SEEMiS (See Appendix 2).
  - f) School to record consent in SEEMiS (See Appendix 2)
  - g) Schools are required to retain a copy of the completed form for a period of 2 years.
  - h) Completed records will be bulk uploaded to National Entitlement Card system from SEEMiS to create cards. This will be completed every 2 weeks.
  - i) Cards will be posted to pupil at the address held in SEEMiS.
  - j) This process is expected to take approximately 4-6 weeks, although this may initially take longer due to high demand.

The application form can also be downloaded from the Midlothian Council website.

## Queries

Should the school have any queries, please contact [SEEMiShelp@midlothian.gov.uk](mailto:SEEMiShelp@midlothian.gov.uk)

**Midlothian Council – P1 to P7 National Entitlement Card Application Form – Free Bus Travel**

This form should **ONLY** be used for P1 to P7 pupils to apply for a National Entitlement Card in order to access free bus travel.

**BEFORE CONTINUING, PLEASE READ THE GUIDANCE NOTES AND PRIVACY NOTICE. THIS FORM MUST BE COMPLETED BY A PARENT OR CARER.**

**Please do not use this form for a replacement card – it should be used for new applications only.**

Please remember to sign and date the form.

Please use the following link to find Midlothian's school Privacy Notice – <https://www.midlothian.gov.uk/privacy>

**Part 1 - Personal Details**

This is the information that will be used to print your child's card. If your child is over 11 years old, their photograph will normally be included on the card.

|                      |  |
|----------------------|--|
| <b>First Name</b>    |  |
| <b>Surname</b>       |  |
| <b>Date of Birth</b> |  |
| <b>School Name</b>   |  |
| <b>Address</b>       |  |
| <b>Town</b>          |  |
| <b>Postcode</b>      |  |

**Part 2 – Young Person's Free Bus Travel Scheme**

By requesting a card for your child using this form, you will be asking for them 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 Logo and Proof of Age "PASS" Hologram**

**Over 11-year-olds only.** If your child is over the age of 11, their card will normally carry a Young Scot Logo and Proof of Age "PASS" Hologram. Please read the Young Scot notes on the next page.

**Part 4 - Declaration of Parent / Carer**

I confirm that, as far as I know, the details I have provided are complete and accurate and understand that action may be taken if I have provided false information or if my child misuses the services provided.

I understand that I must promptly inform my council of any changes that may affect my child's entitlement to services.

I have read the information on this form and the Terms and Conditions at [www.nec.scot/terms-and-conditions](http://www.nec.scot/terms-and-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 for the Young Persons' Free Bus Travel Scheme.

**I hereby give consent for Concessionary Travel being added to cards provided to my child as a result of this application.**

|   |  |  |  |
|---|--|--|--|
| <b>Signature</b>  |  | <b>Print Name<br/>(block capitals)</b> |  |
| <b>Relationship<br/>to child</b>  |  | <b>Date</b>                            |  |
| <b>Reminder – the quickest way to get an NEC card with free bus travel is via <a href="https://getyournec.scot/">https://getyournec.scot/</a> - applying by using this form may take considerably longer.</b> |  |  |  |

## GUIDANCE NOTES

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

Once you have completed and signed PART 4, return it to your child's school office.

### 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)

### 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 Midlothian Council, the Data Controller for your data will be Midlothian Council.

Each Council has a Data Protection Officer whose job is to help the Council obey the law when handling your data. Midlothian Council's Data Protection Officer's address is:

Midlothian Council, Midlothian House, 40-46 Buccleuch St, Dalkeith EH22 1DN

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:

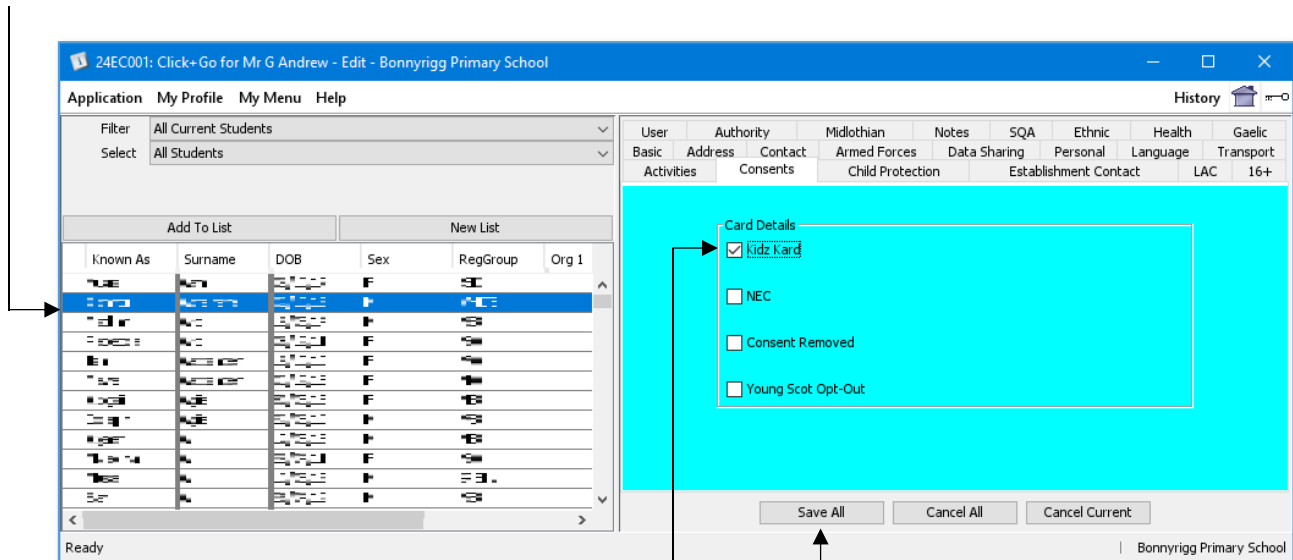
1. the right to access the data held about them
2. the right to have data about them that is wrong put right
3. the right to have data about them erased or removed. If their data is erased, they will no longer be able to use their NEC
4. the right to ask for processing of their data to be restricted. 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>.

**Recording Parental Consent for Free Bus Travel in Click and Go – Primary Schools Only**

In Click & Go, navigate to **My Profile > Records > Edit**

Find and click on the pupil you want to record parental consent for



Tick the **Kidz Kard** tick box

Click on **Save All**

**Important** – only a tick in the **Kidz Card** box will trigger the production of a Junior NEC Card with free bus travel. The other tick boxes should be left untouched.

If the **Consents** tab is not shown on the pupil record screen then get in touch with the Midlothian SEEMIS support team.