

Application for Local Concessionary Travel Scheme



Please complete in **CAPITAL** letters

First Name*	<input type="text"/>
Middle Name(s)	<input type="text"/>
Surname*	<input type="text"/>
Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Address*	<input type="text"/>
Island*	<input type="text"/>
Postcode*	<input type="text"/>
Telephone #	<input type="text"/>
Mobile Phone #	<input type="text"/>
Email address #	<input type="text"/>
National Entitlement Card Number* (16 digit)	<u>6 3 3 7</u> <input type="text"/>

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

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.

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

I authorise Orkney Island Council to seek information as necessary to verify my application, including proof of disability and permanent address.

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. For further information please contact the Transportation Service (01856) 873535 or email transport@orkney.gov.uk

Isles Residents Local Concessionary Travel Scheme

Orkney Ferries Concessionary Smartcard



There is a Smartcard for local concessionary travel from islands to the mainland of Orkney. Subject to the Council continuing the scheme, the Smartcard will be automatically 'reloaded' each year. The current entitlement is 24 single trips per year with Orkney Ferries.

(Note: residents of Papa Westray and North Ronaldsay are able to use their National Entitlement Card for use on the air service.)

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. a **permanent**^ resident on one of the isles: Eday, Egilsay, Flotta, Graemsay, Hoy, North Ronaldsay, Papa Westray, Rousay, Sanday, Shapinsay, Stronsay, Westray and Wyre.

^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:

Disabled Person Criteria (valid proof MUST be submitted with application and must be dated within the last 18 months and confirm length of benefit)	Passenger	Companion (C+1)	Vehicle Enhanced/ Higher Rate
Disability Living Allowance (DLA) Higher or Middle Rate Care Component	✓	✓	
Social Security Scotland - Child Disability Payment Higher or Middle Rate Care Component	✓	✓	
Social Security Scotland - Adult Disability Payment Daily Living Component - Standard or Enhanced Rate	✓	✓	
PIP Daily Living Component – Standard or Enhanced Rate	✓	✓	
Registered Blind - Certificate of Vision (CVI) Scotland, severely sight impaired	✓	✓	
Living in Care / Residential Home and eligible for higher or middle rate care component of DLA or Attendance Allowance	✓	✓	
War Pension Constant Attendance Allowance	✓	✓	
In Receipt of Attendance Allowance (Middle rate)	✓	✓	
In Receipt of Attendance Allowance (Higher rate)	✓	✓	✓
Social Security Scotland - Adult Disability Payment Mobility Component – Enhanced Rate	✓		✓
PIP Mobility Component – Enhanced Rate	✓		✓
Disability Living Allowance (DLA) Higher Rate Mobility Component	✓		✓
PIP Mobility Component – Standard Rate	✓		
Award letter or letter of confirmation from Veterans Agency confirming War Pension Mobility Supplement	✓		
Blue Badge holder; profoundly or severely Deaf; Visual Impairment - Certificate of Vision (CVI) Scotland sight impaired; told not to drive on medical grounds (Epilepsy); Mental Health condition, Learning Difficulty; Terminal Illness; Progressive Degenerative Condition; Loss of one or more Limbs	✓		

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 on: Tel. 01856 873535 or SPBS@orkney.gov.uk.

Orkney Islands Council has a Data Protection Officer. Part of their job is to help the Council obey the law when handling your data. The Data Protection Officer's contact details can be found at <http://www.orkney.gov.uk/Online-Services/privacy.htm>

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 at SPBS@orkney.gov.uk.

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 Attorney)