

**Service Area: Public Transport -
Smart Ticketing
Directorate: Major Projects
PN-xxx**

07/21

As part of the English National Concessionary Travel Scheme (ENCTS), Nottingham City Council has a statutory obligation to provide concessionary travel passes to eligible residents with qualifying disabilities. The Department for Transport guidelines confirm the qualifying disabilities.

The Council also has discretionary powers to provide companion passes to some Mobility and Senior Concessionary cardholders so that an unnamed assistant can travel free of charge with the Mobility or Senior Smartcard holder within the council's administrative area.

We will use the information you provide in your application form to assess your eligibility under the concessionary travel scheme. This information is likely to include your name, address, date of birth, Telephone, email, NI and proof of qualifying disability under the scheme.

Department for Transport guidance advises the use of an independent medical assessment in order to achieve consistency of applicant assessment, together with the use of certain qualifying evidence. Consequently, where there is no proof of direct entitlement to a card, applicants need to attend an independent medical assessment.

The Council's Smart Ticketing Team will write to you requesting that you book an appointment directly with the Medical Assessment Centre. The Smart Ticketing Team will email the Medical Assessment Centre securely with a copy of your

application form. Once you have attended the medical assessment, the assessment centre will inform the Council's Smart Ticketing Team confirming whether or not you are entitled to a concessionary card.

When we process your personal data, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

Lawful basis for processing

The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council. The Council's Smart Ticketing Team operates within the 'Guidance to local authorities on assessing eligibility of disabled people in England for concessionary bus travel' (version 1.2, 8 April 2013)

The information provided by you may include the following special categories of personal data:

- Physical or mental health

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Do you need to provide the information?

You are obliged by statute to provide some of the information that is specified here.

How long will NCC retain the data for?

The information that you have provided will be kept for 2 years after the completed processing of your application in line with the Council's Information Asset register.

Can the information be used for any other purpose?

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal

basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

The General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .