

## Young Scot National Entitlement Card Privacy Notice

As the 'data controller' for the personal information we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for.

This statement provides more details about how we use your personal data to process your National Entitlement Card (NEC) and provides information on how to get in touch with us if you need to know more.

### **Your personal data – what is it?**

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR) and supplemented by the Data Protection Act 2018.

### **What Personal Data will we collect from you?**

We will only collect the personal information we need to provide you with relevant information, services and support. The personal data we will collect may include:

- Name
- Date of Birth
- Address
- Email
- Telephone/mobile number
- Your parent/guardians details (name, address, telephone number) for emergency purposes
- Signature
- Young Scot NEC number (SCN number)

In certain circumstances we will also ask you for the following information. This information is required if we need to issue you with a new or replacement National Entitlement Card or if you have not applied for the NEC through your school.

- Health data
- Disabilities (if appropriate)
- Photographic ID evidence, e.g. Passport/Driving Licence
- Birth Certificate
- Proof of current address, e.g. Bank Statement

### **How will we use your information?**

This National Entitlement Card Scheme is promoted by the Scottish Government and offers a nationally-recognised smart card, which when activated gives access to benefits and services across Scotland. We will use the information you provide, together with your photograph, to verify your identity, where required and to produce

and manage your card within the National Entitlement Card administration system. The information you provide will be held as a record of your NEC account. This card will be the main way to access cashless catering at the Council's secondary schools, library membership and concessionary travel. We collect your personal data in order to oversee the provision of a range of services and opportunities through National Entitlement and Young Scot Services. The information you provide to us enables us to manage your account effectively and securely. This data and our processes are audited annually. Further information on Young Scot services can be found at <https://young.scot/local-authorities/south-ayrshire/>.

### **What is the legal basis for using/sharing your information?**

The legal basis for processing your National Entitlement Card is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller as set out in Article 6(1) (e) of the GDPR. This basis is underpinned within Part 3 of the Local Government in Scotland Act 2003.

When we are processing your information in respect of concessionary travel this is carried out as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller as set out in Article 6(1) (e) of the GDPR as underpinned by the Transport (Scotland) Act 2005.

If you choose to register for Young Scot branding services and to participate in the Proof of Age Standards Scheme (PASS) the processing is necessary to enter into a contract as set out in Article 6(1) (b) of the GDPR.

In the circumstances where we may process special categories of personal information about you, processing is necessary for the purposes of carrying out obligations and exercising specific rights of the controller or of the data subject in the field of social protection law as set out in Article 9(2) (b) of the GDPR and meets a condition in Part 1 of Schedule 1 of the Data Protection Act 2018.

### **Who will we share your information with?**

Where necessary when processing your National Entitlement Card your information will be shared with:

- National Entitlement Programme Office
- Transport Scotland

In certain circumstances, where you have registered for Young Scot branding and rewards and the Proof of Age Standards Scheme or in the prevention and detection of fraud your data will be shared with:

- Young Scot
- Young Scot Rewards
- Police Scotland

We will never sell your data and by applying for the NEC this will not result in you receiving junk mail. Your personal information will not be processed outwith the EU.

The National Entitlement Card privacy statement further explains the Council's role in processing your personal data and can be accessed at <https://www.entitlementcard.org.uk/sites/default/files/PrivacyNotice.pdf>

The Young Scot privacy statement further explains how Young Scot Services will process your personal data and provides details of the Young Scot Rewards Scheme and can be accessed at <https://young.scot/>.

### **How long do we keep hold of your information?**

We keep your personal data no longer than reasonably necessary and in line with our corporate retention schedule. For the Young Scot element of your National Entitlement Card this would be active in the secure national Card Management System until you reach the age of 26. For your application form this would be for the current year plus one year.

### **What are your rights?**

The lawful basis for processing/using your personal data provided to create your National Entitlement Card directly impacts which rights are available to you. For example, some rights will not apply, in this case we are not required to:

- erase your personal information.
- enable the right to data portability

However, you do have the following rights and can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances

You also have the right to object to the processing of your personal information.

Where you chose to register to have the Young Scot Logo and the PASS Hologram on your NEC you do not have the right to object to the processing of your personal information. However, you do have the following rights and can ask us to:

- erase your personal information.
- enable the right to data portability
- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances

### **What are the consequences of failing to provide personal information?**

As the provision of personal data, should you choose to register for the Young Scot Logo and the PASS Hologram with the Council, is a contractual requirement you are obliged to provide the information. Failure to provide this personal information will result in the Council being unable to process these elements of your National Entitlement Card.

### **Do you require this statement in a different format?**

Please contact us if you require this information in an alternative format.

### **What about Automated Decision- Making?**

Our service does not use automatic decision making.

### **How can you get in touch with us?**

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

Data Protection Officer  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR

**Email:** [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**Telephone:** 01292 612 223

### **Are you dissatisfied with the way your Personal Information has been handled?**

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL

**Email:** [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

**Telephone:** 0303 123 1115