

## **NEC Privacy Notice**

This is a summary of how your personal data is used when you apply for a National Entitlement Card (NEC). Further details can be found at [www.entitlementcard.org.uk/privacy-policy](http://www.entitlementcard.org.uk/privacy-policy).

### **What Happens To My Data**

Your name, address, date of birth, gender, photograph and contact details will be processed so you can be given an NEC. The type of proofs you used may also be processed.

Your personal data will only be processed in connection with your NEC.

East Lothian Council will 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.

East Lothian Council asks other bodies to handle your data on their behalf.

These bodies are only allowed to use your data as instructed by East Lothian Council.

East Lothian Council have appointed a supplier to handle the data required to produce the cards and send them out; this supplier is managed by Dundee City Council.

East Lothian Council is a member of the Improvement Service. This company processes data from your card application to help East Lothian Council keep your data up-to-date. The company will also use the data on behalf of the Scottish public sector to make it easier for you to prove who you are when you wish to.

The NEC is a smartcard carrying your name and your photograph. East Lothian Council will keep your data to help them look after your NEC. They will use it to issue any replacement for as long as you want an NEC. East Lothian Council will use your data to keep their records up-to-date. The law requires that personal data is accurate. East Lothian Council will use the data you supply to allow you to prove who you are to others.

East Lothian Council may also share some of your data with Transport Scotland. This allows your NEC to be used on Scottish public transport.

The NEC is part of the Saltirecard smartcard family. This means that some Scottish transport operators will let you use your NEC to store electronic tickets that you have bought. To allow this, the numbers on each card issued are shared with Transport Scotland.

You can choose to give the 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 date of birth printed on it. It will also have a PASS hologram.

Your personal data is not processed by Young Scot or by PASS. If you are required to provide proofs when you apply for a Young Scot NEC, East Lothian Council will retain a secure note of the proofs provided. This is a requirement of PASS who conduct an audit to confirm that proofs have been checked.

If you have asked for a Young Scot NEC, and you are under 19 or a full-time volunteer, you will at some stage be eligible for national concessionary bus travel.

If you are entitled to national concessionary bus travel, your card will show what type of concession you have. The type of concession, card numbers and your date of birth and postcode are shared with Transport Scotland. This helps Transport Scotland plan future services.

East Lothian 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).

Your personal data is only processed in countries belonging to the European Economic Area. All these countries have privacy laws that meet similar standards to the UK.

### **What are My Rights?**

Your data will be removed if you no longer want to have an NEC. Your data will also be removed if your Council believes you no longer qualify for the NEC. For example, you may no longer have an address in Scotland.

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 that is wrong put right.

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 NEC.

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 NEC. You have a right to object to the processing of your personal data. If you exercise this right, East Lothian Council will confirm whether you still want your NEC before they stop processing your data.

Each of these rights can be exercised by contacting East Lothian 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 <http://www.ico.org.uk>.

## **My Data Controller**

A Data Controller makes decisions about why and how data is processed. Scottish Councils (the Councils) are Data Controllers for the NEC Scheme.

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

The details of your Data Controller and Data Protection Officer for your data is:

East Lothian Council,

John Muir House,

Haddington

EH41 3HA

Telephone: 01620 827827

Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)

We take your privacy seriously, if you want to know more please visit:

[www.eastlothian.gov.uk/jointhelibrary](http://www.eastlothian.gov.uk/jointhelibrary)

[www.enjoyleisure.com](http://www.enjoyleisure.com)

<https://www.eastlothian.gov.uk/schoolpay>

If you have any questions, please contact your local area office.

Alternatively you can contact:

**East Lothian Smartcard Office,**

**John Muir House**

Brewery Park

Haddington

East Lothian

EH41 3HA

**Telephone: - 01620 827827 ext. 6721**

**E-mail: - [smartcard@eastlothian.gov.uk](mailto:smartcard@eastlothian.gov.uk)**