

## Your Data – SPT and the Ferry Card

- SPT are administrators of the Strathclyde Concessionary Travel Scheme, which allows those who qualify to travel for a concessionary Ferry fare. SPT administers the Concessionary Travel Scheme and issues Ferry Cards.
- If you wish to apply for the Strathclyde Concessionary Travel Ferry Card, you must complete a Strathclyde Concessionary Travel Ferry Card application form, which can be obtained from your local Post Office, and send the completed application form to SPT.
- SPT collects and uses the following personal information about you, which you have provided:
  1. The information set out in your Strathclyde Concessionary Travel Ferry Card application form; and
  2. The information you provide(d) in order to confirm that you qualify for the National Entitlement Card (SPT is the scheme administrator for the National Entitlement Card Scheme in the Strathclyde Area, and eligible disabled applicants are automatically issued with ferry travel cards by SPT when their National Entitlement Card applications are processed).
- We use the information from
  1. Your Ferry Card Application; and
  2. The National Entitlement Card Scheme Case Management System about the reason why you are entitled to a National Entitlement Card

in order to confirm that you qualify for the the Strathclyde Concessionary Travel Ferry Card and to allow us to issue you with a Strathclyde Concessionary Travel Ferry Card.

- In relation to source number 1 above, we collect and use the following personal information about you that you provide when filling in the Strathclyde Concessionary Travel Ferry Card application form:
  - Full name;
  - Full postal address;
  - Telephone number; and
  - Date of Birth.

If you contact SPT about your ferry card or your eligibility for a ferry card, we may also keep a record of that correspondence as long as is reasonably necessary.

- In relation to source number 2 above, we take access to the National Entitlement Card Scheme Case Management System.
- SPT is using the personal information you have provided to 1. SPT in the form of the Ferry Card Application Form and 2. to the National Entitlement Card Scheme Programme Office about why you are entitled to concessionary travel, in our capacity as administrators of the Strathclyde Concessionary Travel Ferry Card, and we are undertaking this task, and using and accessing your personal information proportionately, in the public interest.
- SPT's role in administering the Strathclyde Concessionary Travel Scheme, of which the Ferry Card forms part, has its foundations in the Transport Act 1985.

- We cannot administer the ferry card scheme without accessing your personal information, and without confirming that you are entitled to access concessionary travel, which we do by taking minimal access the National Entitlement Card database.
- If you do not wish SPT to use your personal information as described above then you should not complete a Strathclyde Concessionary Travel Ferry Card application form, and this will mean you will be unable to access the Concessionary Travel Ferry Card scheme.
- As and when any changes are made to the information SPT receives from you or uses about you in connection with the Strathclyde Concessionary Travel Ferry Card, this notice will be updated.

**Your rights and how to exercise those rights.**

We have a special part of our website dedicated to the new rights that data subjects have under the GDPR. You can [find that here](#).