

Home to school/college travel enablement application form for students aged 16+ with learning difficulties and/or disabilities

Date of receipt by
GCC

Gloucestershire County Council will no longer be providing travel support in the form of taxis, minibuses etc. for Post 16 students. Instead, a Personal Travel Allowance (PTA) or a bus pass may be available to you as a contribution towards travel arrangements if the student is eligible for support or assistance from us. If you have any questions when completing of this form, please contact: The SEN Travel Enablement Team (details overleaf)

For more information about Post 16 travel support, please visit our website : www.gloucestershire.gov.uk/sentransport

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Personal details

Students forename **Surname**
 Date of birth/...../..... Male Female
 Student address
 Postcode
 Is this student a Child in Care? Yes No

Names of parents / carers:

Title Name
 (e.g. Miss, Ms, Mrs, Mr)
 Parent Carer Resident at student address: Yes No
 Contact telephone number(s)
 (e.g. Home and mobile)
 Email

Title Name
 (e.g. Miss, Ms, Mrs, Mr)
 Parent Carer Resident at student address: Yes No
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 Email

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School / College details

Name of the school / college **Campus**

Course title

Is the course full time? Yes No Start date / /
 End date / /
 (i.e. More than 540 hours teaching time)

Course level:
 E 1 2 3 Other

Overall length of course: Year course starts / started Final year

If you know the student's timetable / start and finish times, please provide this information below. **Please note that we will not be able to progress your application with out this information**

	Monday	Tuesday	Wednesday	Thursday	Friday
Start	:	:	:	:	:
Finish	:	:	:	:	:

Does the student use a wheelchair? Yes No

If 'Yes', please give details of the make and model

.....

Please choose from one of the following options:

Personal Travel Allowance Bus Pass

Boarding Point Required

If Bus Pass is selected, will a companion Bus Pass be required? Yes No

Please give reasons:

Would you like to know more about our Independent Travel Training scheme?

You will be advised in writing of the amount of **Personal Travel Allowance** offer if the student is eligible for assistance. For eligibility criteria please refer to the post 16 policy on our website.

Data Protection and Data Use

I understand that any form of travel support (bus pass or PTA) may be withdrawn if attendance does not meet a suitable threshold or the student is not travelling to school/college in a safe and appropriate manner. Any data held in respect of the student's information will no longer be used once the student's travel eligibility has ceased but will be stored securely for twenty five years thereafter in line with the Data Retention schedule. Please note that historic data may continue to be referred to in statistics in an anonymous form.

I understand that to ensure the safety of students and staff, CCTV may be used in vehicles procured by Gloucestershire County Council.

Please find guidance relating to General Data Protection Regulation (GDPR) overleaf. A copy of this document is also available from www.gloucestershire.gov.uk/senttransport

Signature of student / parent / carer (blue / black ink)

.....

Print name Date

If the person who has completed this form is not the student, parent / carer, please provide the following information:

Name Role (eg. Social Worker)

Organisation Contact number

Please return this form to:

SEN Travel Enablement
Education, Shire Hall
Westgate Street
Gloucester, GL1 2TP

Contact details:

Telephone: 01452 425011
Email: sen.transport@gloucestershire.gov.uk
Website: www.gloucestershire.gov.uk/senttransport

Please Note: Forms that are incomplete, unsigned, or do not contain sufficient information, can be delayed and may be returned

Privacy Notice

Why we collect and use your information: Gloucestershire County Council is the data controller for the personal information that is collected from you. Your personal data is collected for the purposes of arranging home to school transport in order to meet our statutory duties which are outlined in the Education Act 1996, Education and Inspections Act 2006, Home to School Travel and Transport Guidance and Home to School Travel for Pupils Requiring Special Arrangements Guidance

The information we collect about you: Gloucestershire County Council will collect only the personal information we need to perform our functions in line with regulations and law and this may relate to any Gloucestershire County Council support services that you apply for, currently have, or have received previously.

How we will use the information about you: Gloucestershire County Council will use the information about you to provide travel assistance, Personal Travel Allowances and Independent Travel Training. We may also collect CCTV data for the purposes of detecting and preventing crime.

How long we keep your information for: Gloucestershire County Council will keep your personal data for a minimum of 6 years in respect of mainstream home to school transport. We are required to keep this information for this long because of our obligations outlined in the HMRC Compliance Handbook, CH15400. Please note that in respect of students who are eligible under the SEN Home to School Transport Policy, personal data may be retained indefinitely.

Who we share your information with: Gloucestershire County Council may share your child's information with other professionals where relevant and necessary, including SEN Casework colleagues, School/College staff, the Social Care Team and the Transport Operator for the purposes of organising appropriate and safe transport. Gloucestershire County Council may use this data for the wider purposes of statistical data to help monitor our service and/or determine general areas of need. Gloucestershire County Council may share CCTV data with the relevant authorities for the purposes of legal proceedings.

By completing and signing an application for travel assistance, you will be giving your consent to share information as appropriate

Access to your information: You have the right to request a copy of the information Gloucestershire County Council hold about you. If you would like a copy of some or all of your personal information, please visit our website using the following link: <http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

Correction of inaccurate information: You have the right to request that Gloucestershire County Council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, Gloucestershire County Council will correct factual inaccuracies and may include your comments in the records.

The right to be forgotten (erasure): You have the right to request that the council delete your information when there is no compelling reason for Gloucestershire County Council to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

The right to object: You have the right to object to SEN Travel Enablement using your information if you feel it has been used outside the remit of public tasks (or when you have received marketing from us). Please be aware that in certain situations Gloucestershire County Council are allowed to still use your information, should there are compelling legitimate grounds to do so.

If you wish to use any of these rights, please contact SEN Travel Enablement by emailing sen.transport@gloucestershire.gov.uk

Alternatively, you can write to us at: SEN Travel Enablement, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP.

How to contact us:

Please contact SEN Travel Enablement if you have any questions about this privacy notice:

By email: sen.transport@gloucestershire.gov.uk Alternatively, you can write to us at: SEN Travel Enablement, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP.

You can contact Gloucestershire County Council's Data Protection Officer, via the Information Management Service, by emailing informationsecurity@gloucestershire.gov.uk or by calling 01452 32 4000.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how Gloucestershire County Council use your personal data, please contact the Information Commissioner's Office. The Information Commissioner's Officer can be contacted by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.