

Information for National Entitlement Card (NEC) Photo Referees

Thank you for agreeing to be a photo referee in support of an NEC application.

The NEC can be used by the cardholder to demonstrate who they are, and young people can use it to prove their age when accessing goods and services that have a minimum age limit. It is accredited by the PASS scheme for this purpose (www.pass-scheme.org.uk).

It's important that we are able to ensure that the photo that we print on the NEC belongs to the person applying and you help us by confirming that you know them when you sign the back of their photo.

Whilst the NEC application is being processed, it may be necessary for someone to contact you to confirm your relationship to the applicant.

National Entitlement Card Scheme - Privacy Notice for Photo Referees May 2018

The following is a summary of how your personal data is used when you act as a Photo Referee for a National Entitlement Card (NEC) application. Further details can be found at www.entitlementcard.org.uk.

You provide personal data when you act as a photo referee for an NEC application. Your personal data and your privacy is protected by the European law known as the General Data Protection Regulation or GDPR. You are also protected by the United Kingdom's Data Protection Act. These laws say that you must be told about how your data will be processed and what rights you have in connection with this.

Someone who makes decisions about why and how data is processed is called a Data Controller. Scottish Councils are joint Data Controllers for the NEC Scheme because they work together. The Data Controller for your data will normally be your local Council. A list of Scottish Councils and their websites can be found at www.mygov.scot/find-your-local-council.

Your Council has a Data Protection Officer. Part of their job is to help your Council obey the law on how your data should be handled. The Data Protection Officer's contact details can be found on your local Council's website.

Your name, and details of your job, employer and work contact number will be processed so that you can act as a photo referee. Your details will normally be held on paper only, but may be scanned into an electronic filing system. However, we do not keep either of these records indefinitely and they will be securely destroyed once an application is processed.

Scottish Councils will process personal data relating to the NEC. They do this 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 Scottish Councils.

The Scottish Councils ask bodies to handle your data on their behalf. These bodies are only allowed to use your data as instructed by the Councils.

The Scottish Councils instruct Dundee City Council to appoint a supplier to handle the data supplied by applicants, e.g. by scanning copies of forms. This

supplier is managed by a contract with Dundee City Council.

Scottish Councils may be required to disclose your personal data to police or other authorities in connection with their duties. This will only be done if a request complies with the laws intended to protect your privacy.

Your personal data will only be processed in the UK.

Your personal data will only be processed in connection with any NEC application you act as a photo referee for. Your data will be removed once the application process is complete.

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 corrected if it is wrong.
- You have the right to have data about you erased or removed. If your data is erased before the application process is complete, the NEC applicant may not receive their card.
- 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 before the application process is complete, the NEC applicant may not receive their card.
- You have a right to object to the processing of your personal data. If you exercise this right before the application process is complete, the NEC applicant may not receive their card.

Each of these rights can be exercised by contacting your local 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 www.ico.org.uk.