



STUDENT TRANSPORT ELIGIBILITY ASSESSMENT

Scarborough TEC will provide assistance with transport for college students who meet our eligibility criteria as shown below:

Fully Funded Bus Permit

- Students aged 16-18 enrolled on a full time programme, who live more than 2 miles away from the campus where they are studying and have a household income less than **£24,000**
- Exempted students (see list below)

Discounted Bus Permit

- Students aged 16-18 enrolled on a full time programme and have a household more than **£24,000**
- Students aged 19 or over enrolled on a full time programme

(Note: Students on apprenticeship programmes are not eligible to apply)

Applicant information

First Name: _____ Surname: _____

Student Ref Number: _____ Course: _____

Postcode: _____ Date of Birth: _____

Email (This should be the email you use for enrolment): _____

Place of study: Filey Road Campus/Lady Edith's Drive (delete as applicable)

Is your household income less than £24,000? Yes / No

If yes, please provide evidence ie Income Support / Universal Credit / P60+last 3 months wage slips

General Exemption Criteria:

To receive a 16-19 Vulnerable Young Person Bursary, the young person must be either

- In care
- Care Leaver
- Getting Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- Getting both Employment Support Allowance (ESA) and Personal Independence Payments in their own right.

They must also be aged under 19 on 31st August 2018 and satisfy other eligibility criteria such as residency requirements. (Evidence of the above must be provided for assessment)

I agree for my information to be shared with the relevant bus company to enable the production of my bus permit. Yes / No

Signed: _____ **Date:** _____

Office Use only:	Fully funded permit	Discounted permit
Travel Co: _____	Zone (EYMS only) _____	Amount £ _____
Travel Co: _____	Zone (EYMS only) _____	Amount £ _____ PTO

Privacy Notice – How we use your personal information

Why do we collect personal information?

The Grimsby Institute Group (The Institute) collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an FE College. The Group is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations.

The Grimsby Institute Group consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

What personal information does the organisation collect?

The Institute collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so, currently until at least 2025.

How is this collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any Institute staff who need access to the data to provide services to learners.

Where the Group engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. For full information regarding the Group GDPR policies please visit <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>