

## Next Steps South West - Higher Education Travel Card Application

The Next Steps South West Travel Card is available to students who wish to attend an on-campus event (e.g. interview, Open Day, Offer/Applicant Day).

### **This offer is available to eligible Next Steps South West students only**

#### **Data collection and processing**

In order to assess your eligibility to receive a Travel Card, we need to collect some personal data from you. This data will be your name, a date of birth, a home address and postcode, your school or college name, and a personal email address. You will also need to provide the details of a teacher or school staff member who we can contact for authorisation.

With your consent, we will run the school, address, and date of birth data you provide through a secure database called the Higher Education Access Tracker (HEAT) to check whether you are eligible for a Travel Card. We will use your name and personal email address to contact you with the outcome of this check. We aim to process your application within 10 days.

If you are eligible for a Travel Card, with your consent we will also enter your personal information onto the HEAT database, in order to record the support that the Next Steps South West (NSSW) project has provided to you. More information on the HEAT database and the NSSW project can be found on our Participant Information Sheet, which will be available to you through your NSSW in-school coordinator. We can also send you a copy upon request, just email us at [nextstepssw@plymouth.ac.uk](mailto:nextstepssw@plymouth.ac.uk)

We will not share your personal information with any third parties, and all data will be kept safe and secure in line with the Data Protection Act 2018 for the duration of the Next Steps South West project (anticipated to end in December 2020).

#### **Consent**

If you are happy for Next Steps South West to collect and process your data as outlined above, please **complete all parts** of the form on the next page and return it to us via email at [nextstepssw@plymouth.ac.uk](mailto:nextstepssw@plymouth.ac.uk).

Alternatively, send paper copies to:

#### **Freepost RTHY-YEKH-ZTGJ**

Next Steps South West  
22 Endsleigh Place,  
Plymouth University  
Drakes Circus  
PLYMOUTH  
PL4 8AA

If you have any queries, please contact us on the email address above, or telephone: 01752 587505

**Higher Education Travel Card Application – Consent and Personal Information Form \*to be returned\***

I consent to my data being used by Next Steps South West to check my eligibility for a Travel Card.

- Yes
- No

I consent to Next Steps South West contacting me via email to confirm the result of the eligibility check.

- Yes
- No

If eligible for a Travel Card, I consent to my data being entered onto the Higher Education Access Tracker (HEAT) database to record my receipt of NSSW support.

- Yes
- No

<b>Your Details</b> <i>(Please ensure all fields are completed or we cannot process your application)</i>	
Surname	
First name(s)	
Date of birth (DD/MM/YY)	
Address (first line)	
Town/City	
Postcode (home)	
Your school or college	
Email address (personal)	
<b>Your Higher Education Application</b> <i>(Please complete below for your preferred UCAS choice)</i>	
Name of university or higher education provider	
Course title	
Date of visit/event	
<b>Authorisation</b> <i>(You may complete this on behalf of a teacher, careers advisor, or in-school coordinator. We will contact the person named below for verification.)</i>	
Name	
Position	
Email	
Signature	
Date	