

Disabled Person's Travel Pass

Without use of arms evidence form

January 2025

To be filled in by applicant

Declaration of authority. I authorise the medical professional (shown below) to disclose to West Yorkshire Combined Authority the information requested in this form. (Please PRINT)

Name:	Date of birth:
Address:	Tel. No:
	Email:
Postcode:	
Signed:	Date:

You can apply for a Companion Pass if you are unable to travel alone because of your disability

Are you applying for a Companion Pass? ☐ Yes ☐ No

Information for the medical professional

The person mentioned above has applied for a Disabled Person's Travel Pass on the basis of **being without the use of both arms**. The Transport Act 2000 defines this as "does not have arms or has long-term loss of the use of both arms". This is clarified in more detail as set out in the options overleaf.

Name:	Position:
Address:	Tel. No:
	Email:

Completed forms

On completion please return the form to the applicant. Once completed, the applicant should submit this evidence form to Inclusive Travel Team, PO Box 917, Leeds. LS1 9WS or email to **InclusiveTravel@westyorks-ca.gov.uk**

To be filled in by medical professional**Please tick the box(es) which apply to this person.**

Yes

No

They have bilateral limb amputation

☐☐

They have muscular dystrophy, spinal cord injury or motor neurone disease or a condition of comparable severity, resulting in the loss of use of both arms for everyday tasks

☐☐

They have one or both arms but are unable to use either to carry out day to day tasks (e.g. paying coins into a fare machine)

☐☐

I am unable to confirm that any of the above options apply to this person

☐☐**Companion Pass****Please tick the box(es) which apply to this person.**☐ They are unable to travel on public transport without the assistance of a companion.

Please confirm why the applicant is unable to travel alone, giving as much detail as possible.

☐ I am unable to confirm that the above option applies to this person**Please tick**☐ Less than 12 months☐ 12 months or more☐ The applicant's condition is permanent**Verification - to be completed by the medical professional.****Official stamp or attach
letterhead/compliment slip**

Signed:

Date:

What is personal data?

Personal data is information about a living person that means we can work out who they are. When we collect your personal data, West Yorkshire Combined Authority is what is known as the 'data controller'.

As the data controller, we will:

- Only keep your data that we need to provide services you have requested and do what the law says we must
- Keep your data safe and accurate
- Only keep your data as long as we have to
- Collect, store and use your data in a way which does not break any data protection laws

You can help us with this by telling us when any of your details change and tell us if any of the information we hold about you is wrong.

What data are we collecting?

We collect data from you to make sure we can provide your travel pass, this includes:

- Name, date of birth, address, phone number, email address, details of your disability, proof of your disability

Some of this data (such as health data) may be classed as special category which is more sensitive and means we will look after it more carefully.

Who are we sharing your data with?

In order to make sure we can provide you with your travel pass, we need to share your data with the following organisations:

- Card printers (for the printing and posting of cards)
- Database management support (to ensure integrity, security and data recovery)
- West Yorkshire Ticketing Company (owner of the M-Card brand)

How long do we keep your data for?

We will keep your account information (ie name, address, date of birth) for 366 days after either the expiry of the last registered card or, the date of the last transaction on an account whichever is shorter. Pink M-Cards customer information will remain on the system unless the customer requests that their information be deleted. Any incomplete customer records will be removed after three months. Any medical information will be kept for three months after the application decision, or three months after an appeal decision.

After this time has passed, we will safely delete your information.

What if I have any questions?

If you want to ask us to delete or change any of your information or want to know more, you can get in touch with us:

Email: DPO@westyorks-ca.gov.uk

Tel: 0113 251 7272.

If you would like to read our full privacy statement, this is available on our website at wymetro.com/privacy-policy