

Disabled Person's Travel Pass

Learning disability 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 named above is applying for a Disabled Person's Travel Pass on the basis that **they have a learning disability**, as defined in the Transport Act 2000 as "a state of arrested or incomplete development of mind which includes significant impairment of intelligence social functioning". Guidance for concessionary travel defines 'learning disability' in this way: A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills, and may be unable to cope independently. These disabilities must have started before adulthood and have a lasting effect on development. The person should be able to qualify for specialist services and he or she may have had special educational provision.

The National Institute for Health and Care Excellence (NICE) advises that a learning disability is defined by three core criteria: lower intellectual ability (usually an IQ of less than 70), significant impairment of social or adaptive functioning and onset in childhood.

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 a learning disability, and their intelligence is significantly impaired - i.e. significantly reduced ability to understand new or complex information, (with an IQ of less than 70)

☐
☐

They have a significant impairment of social functioning - i.e. significantly reduced ability to cope independently and may need support to carry out some everyday tasks

☐
☐

Intelligence is not significantly impaired (with an IQ of 70 or above)

☐
☐

Social functioning is not significantly impaired

☐
☐

The disability started before adulthood and has a lasting effect on their development

☐
☐

None of the above apply to the applicant

☐
☐

Please provide further information about the applicant's eligibility:

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

Verification - to be completed by the medical professional

Official stamp or attach letterhead/compliment slip

Signed:

Date:

Official Stamp

To be filled in by medical professional**Please tick to indicate how long the applicant's condition is likely to last**☐ Less than 12 months☐ 12 months or more☐ The applicant's condition is permanent**Verification - to be completed by the medical professional**

Name:	Official Stamp or attach letterhead/compliment slip
Position:	
Address:	
Tel. No:	
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