

PRIVACY STATEMENT

1. INTRODUCTION

This Privacy Statement provides guidance and information to applicants regarding the processing of customer personal data by Credit Card Systems Ireland Ltd ("CCS") acting on behalf of the National Transport Authority ("NTA") in connection with the Student Leap Card ("SLC"). NTA and CCS acting on behalf of the NTA ("us", "we" or "our") are committed to protecting and respecting your privacy. This Privacy Statement together with the Terms and Conditions and the documents referred to in them set out the basis on which any personal data we collect from you or that you provide to us ("Data") in connection with your Student Leap application will be processed by us. Please read this Privacy Statement carefully to understand our treatment and use of Data. In this Privacy Statement, references to "you" means the person whose personal information we collect, use and process. We will use your personal data only for the purposes and in the manner set forth below, which describes the steps we take to ensure the processing of your personal data is in compliance with the Data Protection Acts 1988 and 2003 and any subsequent data protection and privacy legislation (the "Acts"), European Union Law including the General Data Protection Regulation (the "Regulation") and any subsequent amendments. Please note that by signing the Student Declaration on the SLC application, you acknowledge that you have read, understood and agree to the information contained in this Privacy Statement and the Terms and Conditions, in particular with regard to your data protection obligations. If you do not agree with or are not comfortable with any aspect of this Privacy Statement, your only remedy is to cease the SLC application process as we are required to process your Data for the purposes of providing you with an SLC and for the purposes set out in paragraph 5 below. We seek to maintain the privacy, accuracy, and confidentiality of personal information (including your personal data) that we collect and use concerning the SLC applications.

2. IDENTITY OF THE CONTROLLER OF PERSONAL INFORMATION

For the purposes of the Acts and Regulation and any subsequent amendments, the Data Controller is the National Transport Authority, Dún Scéine, Iveagh Court, Harcourt Lane, Dublin 2. CCS collect and process your information solely on behalf of the NTA.

3. WHEN DOES THIS PRIVACY STATEMENT APPLY

This Privacy Statement applies to personal information that we collect, use and otherwise process about you on behalf of the NTA in connection with your SLC application.

4. WHAT PERSONAL INFORMATION IS COLLECTED AND PROCESSED?

We may collect and process the following categories of information about you: your personal information including forename, surname, gender, address, contact number, email address, date of birth, College/School/Institute, year of study and photo identification. We also collect your payment card details for postal SLC applications only, however, we do not retain the card details once the payment has been made and processed.

5. WHAT DO WE USE YOUR PERSONAL INFORMATION FOR?

The main purposes for which we use your personal information are as follows: to process your SLC application, to send you service communications in relation to your SLC including but not limited to instructions in relation to registration, notification of expiry of your SLC, duration of the validity of your SLC credit, to send you information on latest discounts and offers brought to you by our retail brand partners by email and/or post (in accordance with your marketing preferences above), to conduct statistical and market research for our retail brand partners (please note that your Data will be wholly anonymised when it is being used for this purpose). Your consent is the basis for processing your personal data for the provision of marketing information relating to our Brand Partners. The legal basis for this use and other processing will include (as relevant): to enable us to perform our obligations under our contract with the NTA (i.e. in relation to the SLC application form); processing for legitimate interests provided these are not overridden by your interests and fundamental rights and freedoms (this includes our own legitimate interests), in particular this is relevant when we use and process your personal data in order to respond to your enquiries and to address our good governance obligations; and processing which is necessary for compliance with our legal obligations laid down by applicable national laws. This personal data processing is necessary for the performance of our contract with you to provide a Student Leap Card on behalf of the NTA.

6. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA

We do not disclose your information to third parties, other than to public transport operators that participate in the Leap scheme, in the event of misuse of the card. Your personal information will not be transferred, stored or processed in any country outside the European Economic Area (EEA).

7. PERIOD FOR WHICH THE PERSONAL DATA WILL BE STORED, OR IF THAT IS NOT POSSIBLE, THE CRITERIA USED TO DETERMINE THAT PERIOD

We keep your personal data for as long as it is necessary to do so to fulfil the purposes for which it was collected as described above and in accordance with our Data Retention Policy. Your personal data will be stored for a maximum period of eighteen (18) months from the date of expiry of your SLC in order to facilitate the renewal of your SLC.

8. YOUR RIGHTS

You have various rights under the Act and Regulation in relation to the collection and processing of your personal data, including (as relevant):

- a. the right to withdraw your consent to the processing of your personal data. However, we may continue to process your personal information if there is an alternative legal basis for the processing;
- b. the right to request, in writing, copies of the personal data, we hold about you. We will provide you with a copy of the Data held by us as soon as practicable and in any event not more than one (1) month after the request in writing is received by us. We may also request proof of identification to verify your access request. All access requests should be addressed to info@studentleapcard.ie. If you are unsatisfied with the outcome of your access request you are entitled to make a complaint to the Office of the Data Protection Commissioner who may investigate the matter for you;
- c. the right to rectification including to require us to correct inaccurate personal data. We endeavour to keep your Data accurate, complete and up to date. If your Data that we hold is inaccurate, you can let us know and we will make the necessary amendments, erase or block the relevant Data as you request and notify you within one (1) month of your request that relevant action has been taken. All requests should be addressed to info@studentleapcard.ie;
- d. the right to request restriction of processing concerning you or to object to processing of your personal data if:
 - (i) processing is based on legitimate interests or the performance of a task in the public interest or exercise of official authority;
 - (ii) processed for direct marketing;
 - (iii) processed for the purposes of scientific or historical research and statistics;
- e. the right to prevent further processing in specific circumstances and where there is no other lawful ground for continuing to process that information. These include for example:
 - (i) where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed;
 - (ii) where you withdraw consent;
 - (iii) where you object to us processing your information;
- f. the right to request the erasure of your personal data where it is no longer necessary for us to retain it;
- g. the right to block or suppress processing of your personal information. While we are entitled to store

TERMS AND CONDITIONS

your personal information, we cannot further process it if you request it to be blocked;

h. the right to data portability including to obtain personal data in a commonly used machine readable format in certain circumstances such as where our processing of it is based on a consent; and

i. the right to object to automated decision making including profiling (if any) that has a legal or significant effect on you as an individual; and the right to withdraw your consent to any processing for which you have previously given that consent.

Please see "Contact Us" if you wish to exercise any of these rights (as relevant).

9. YOUR RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY

Without prejudice to any other administrative or judicial remedy you might have, you may have the right to lodge a complaint with the Office of the Data Protection Commissioner (i.e. the Supervisory Authority in Ireland) if you consider that the NTA and/or CCS have infringed the Acts and/or Regulation when processing your personal data.

10. SECURITY

We endeavour to use appropriate technical and physical security measures to protect your personal data which is transmitted, stored or otherwise processed by us, from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access. Our service providers are also selected carefully and are required to use appropriate protective measures. As effective as modern security practices are, no physical or electronic security system is entirely secure. The transmission of information via the internet is not completely secure. Although we will do our best to protect your Data, we cannot guarantee the security of your Data transmitted to our Site. Any transmission of Data is at your own risk. Once we receive your Data, we will use appropriate security measures to seek to prevent unauthorised access. We will continue to revise policies and implement additional security features as new technologies become available.

11. UPDATING THE PRIVACY STATEMENT

We reserve the right to change this Privacy Statement at our sole discretion. If we make changes, we will notify you by email and on the website www.studentleapcard.ie so that you can see what information we gather, how we might use that information and in what circumstances we may disclose it.

12. CONTACT US

Questions, comments and requests regarding this Privacy Statement and the information we hold are welcome and should be addressed to the Data Protection Officer of the NTA at info@studentleapcard.ie or alternatively you can write to us at National Transport Authority, Dún Scéine, Iveagh Court, Harcourt Lane, Dublin 2.

TERMS AND CONDITIONS:

1. The Student Leap Card ("SLC") is a Personalised Leap Card that is provided by Credit Card Systems Ireland Ltd ("CCS") for and on behalf of the National Transport Authority ("NTA"), and entitles the purchaser to certain travel related rights and/or retail discounts provided by Brand Partners. The SLC is issued in accordance with these Terms and Conditions and the Leap Card Terms and Conditions which are set out at www.leapcard.ie ("Leap Card T&Cs").

2. Eligibility: All full time students in second or third level education are entitled to apply for the SLC. Students must have a minimum of 16 hours of lectures/class time per week, and be enrolled in the course for a minimum of 6 months. Full time foreign students who meet the above criteria are also entitled to apply for the SLC whilst in Ireland. Students enrolled as trainee Accountants (ACCA, Institute of Chartered Accountants in Ireland), trainee Solicitors registered with the Law Society, full time SOLAS trainees/students and full time PLC students are also considered eligible. Students of on-line courses are not eligible to apply for the SLC, unless they meet the criteria set out here. Students may be required to produce further evidence of eligibility (i.e. letter from college/institution), upon request by CCS or an agent of CCS.

3. The SLC is and remains the property of the NTA. In the event of fraudulent use of your SLC or other breach of these terms and conditions, including a breach of the Leap Card T&Cs, NTA and/or CCS on the NTA's behalf reserves the right to release your information to the appropriate transport operator and/or authority in order to investigate.

4. The SLC can only be used by the person whose name and photo are printed on the front of the SLC. Any attempted use of the SLC by a person not entitled to use that card may result in the confiscation of the SLC and may result in the SLC customer being charged the appropriate standard fare in respect of the improper use (as determined by Iarnród Éireann, Luas, Bus Éireann, Go-Ahead and/or Dublin Bus) and you may not be entitled to receive a refund of the relevant transfer credit used for that particular journey.

5. In the case of confiscation, the cardholder's name may be placed on a hot-list and a new SLC may not be issued for six months following confiscation and you may not receive a refund of any remaining travel credit on your SLC.

6. If the SLC is lost and/or stolen a new application must be made along with full payment.

7. In September of each year a new SLC is issued to eligible applicants. If you purchase the SLC in September 2018 and/or after it will expire on 31st December 2019. The expiry date is printed on the SLC.

8. The SLC is strictly non-transferable.

9. For postal applications: if your application form is incorrectly completed it will be rejected and returned to you. An administration fee of €5 will be levied by the NTA to cover the costs incurred in processing incorrect and/or incomplete forms.

10. The NTA reserves the right to reject applications at its discretion.

11. Dublin Bus, Iarnród Éireann, Bus Éireann, Luas, Go-Ahead Ireland, CCS and/or NTA will not be liable for any application form, rejection letter and/or SLC that is rejected, refused, placed on the hot-list, lost, delayed or damaged.

12. Unless otherwise indicated the SLC will be sent to the address given in Part A of the application form.

13. No refunds will be made in respect of tickets purchased prior to receiving the SLC. Refund of travel credit on a SLC is subject to the Leap Card T&Cs as set out at www.leapcard.ie.

14. CCS and/or the NTA are not liable for the removal of, or change to, any third party or brand partner offers to SLC holders as expressed on this application, on the card, or through other media in the future.

15. Under 19s are also eligible for a Child Leap Card. This is independent from SLC. Full details are available on www.leapcard.ie

16. Student Leap Helpline is open Mon-Fri 9-5.30pm: Call 1890 457 056 or email info@studentleapcard.ie.

SLC EXCLUSIVE PARTNERS



10% off*

In all Boots stores nationwide

*10% off in all Boots stores nationwide when you scan your Student Leap Card - Excludes prescriptions items, licensed medicines, pharmacy services, Boots Hearingcare, infant formula under 6 months and gift vouchers. Discount does not apply on-line. Discount does not apply when paying with points. Offer for advantage card members only.



€5

Medium extra value meal every time you show your card!

Choose from Big Mac®, Filet-O-Fish®, Quarter Pounder™ with Cheese, McChicken® Sandwich, Vegetable Deluxe® or 6 Chicken McNuggets® with Medium Fries and Soft Drink.



30% off food & drink*

at Milano Sunday to Thursday

*Valid when dining in. Can't be used with any other Milano vouchers/promotions. Not Valid on Bank Holidays, Valentine's Day, Mother's Day, Easter Monday, Father's Day and selected dates in December/January. Full T&Cs apply, please visit www.studentleapcard.ie/milano



€10 off*

with Deliveroo

(€5 off your first order with Deliveroo followed by €2.50 off your following two orders.) *T&C's apply



GET €5 OFF EVERY €50

in all DID stores nationwide & did.ie

Ts&Cs apply. See www.did.ie/taketheleap



Student Leap Card holders for 2019/2020

Exclusive 7.5% Discount on all Urban Adventure Tours with Intrepid

*Terms & conditions apply.

Discount available with your Student Leap Card.



DISCOUNTED ENTRY TO GAA MATCHES

Avail of concessions on the entry cost to GAA matches by producing your Student Leap Card. Subject to availability. See gaa.ie for terms and conditions.

WHERE WE ALL BELONG



10% OFF*

Vaccines & Travel Products when you produce your Student Leap Card at participating clinics. Discount not available on Flu vaccine.



THE IRISH TIMES Student Hub

Students claim your **FREE** digital subscription to The Irish Times, by going to irishtimes.com/studentsubscriber

Students must be registered to HEA-affiliated colleges. T's & C's apply.

STUDENT LEAP CARD

THE NATIONAL STUDENT TRAVEL & DISCOUNT CARD

GET COLLEGE READY!

ONLY €10



STUDENT DEALS

CHEAPER TRAVEL

EXCLUSIVE OFFERS

APPLICATION FORM

2019/20



THE IRISH TIMES



APPLY NOW AT

www.studentleapcard.ie



ABOUT YOUR SLC CARD

Student Leap Card is the national student travel and discount card for full-time students in education and training. See full eligibility guidelines overleaf. The card gives you:

- All your **student discounts** on public transport fares
- **Exclusive offers** with leading retailers - Boots, McDonald's, Deliveroo, Milano, DID Electrical & more (see back for details)
- The chance to enter our **exclusive SLC competitions** year round

Once you have your card...

1. **Register your card** on leapcard.ie
2. **Follow Student Leap Card** on Facebook, Twitter & Instagram

KEY TRAVEL BENEFITS

- Save up to **32% on bus, rail and Luas**
- Go **Cashless** – add PAYG credit and/or tickets to your SLC
- **Fare Capping** – If you make lots of trips (on Dublin Bus, Go- Ahead Ireland, Luas, DART & Commuter Rail) in 1 day/1 week, TFI Leap Card automatically cap the price so you don't spend any more than you need to - see leapcard.ie for full details

STUDENT LEAP FARE CAPS

	DAILY		WEEKLY	
	STUDENT	ADULT	STUDENT	ADULT
Dublin City Bus*	€5	€7	€20	€27.50
Luas	€5	€7	€20	€27.50
DART & Commuter Rail	€7	€9.50	€27	€37
Multi Mode	€7.50	€10	€30	€40

*Excludes Airlink, Nitelink, and Tours. See dublinbus.ie for details
Fares correct as at August 10th 2019

WAYS TO GET YOUR CARD

AVAILABLE FROM AGENTS NATIONWIDE

1. Apply by Mobile and Collect at Agent

You can apply for the card using your Mobile. Note you will still have to attend an official Student Leap Card Express Agent, but by applying online the process is quicker and easier, and you can take your own photo in advance too. Simply go to www.studentleapcard.ie/ApplyByMobile and follow the instructions online. When you attend the Express Agent in person, you will need to bring your official college ID and €10 (only cash accepted).

2. At the Agent (Paper Application Form)

You can attend an SLC agent in person and bring the following:

- This form with Part A completed
- Your official college ID
- €10.00 (only cash accepted)

SLC Agents are located on all major campuses nationwide, for a full list visit www.studentleapcard.ie/agents

Express Agents print your card on site, Printerless Agents post your card out to you.

If you are not near an agent you can apply for your card by post.

3. Postal Application (PHOTOS REQUIRED)

Fill in **PARTS A + B** of this form. Check it twice, then send it to us. Include your payment (**Don't send cash by post**) and make sure your photos are affixed as indicated. NB: If your form is filled out incorrectly, it will be returned to you and a €5 administration charge will be levied to cover the costs of processing.

POST TO: Student Leap Card, PO Box 10549, Dublin 15.



APPLICATION FORM

PART A (For all applications)

* = MANDATORY
BLOCK CAPITALS ONLY

*First name:
*Surname:
*Gender: ☐ Male ☐ Female
*Date of Birth: / /
*Address:

Eircode/Postcode:
*Mobile Number:

We will only contact you by post/phone if there is an issue with your application form or your card.

*Email:

*College/School/Institute Name:

*College/School/Institute Location (by County, if applicable):

*Study Type: ☐ Second Level ☐ Undergrad. ☐ Postgrad.
☐ SOLAS Training Course ☐ Training Course ☐ PLC

Year of Study (Undergrad Only):
☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

I wish to receive offers and discounts from Student Leap Card by:

☐ E-mail **YOU ARE OPTING IN BY TICKING THE BOX.**

You must opt-in to receive marketing communications by email. You can opt-out from these at any future period by emailing info@studentleapcard.ie

Student Declaration

I declare that the information set out in this application is correct and that I am a student in full time education/training. I have read & accept the Privacy Statement and Terms and Conditions overleaf.

Signature:

Signature of parent or guardian (if applicant is under 16):

Date: / /

POSTAL APPLICATION ONLY

PART B

College/School Declaration & Authorisation

This section applies to postal application only. When posting this form please provide 2 passport photographs & the College/School authorisation details as requested below. Please sign the reverse of both photographs. Photo B needs to be over-stamped by the official College/School representative while the photo is glued to the form. (Please note if you fill this form out incorrectly, there is a €5.00 administration charge.)

Official stamp:

OFFICIAL COLLEGE STAMP TO BE PLACED HERE & ALSO ACROSS PHOTO (B)

College / School Rep. (Signature):

I declare that the named person is a full time student of this college / school.

Date: / /

PHOTO
(A)
HERE

PHOTO
(B)
HERE
PHOTO MUST BE
OVER-STAMPED
BY COLLEGE

Payment details

By post, the Student Leap Card costs €7.00.

Accepted forms of payment: Credit or Debit card, Postal Money Order, Cheque (to be made payable to 'Student Leap Card' - allow an extra 5 working days for clearance of cheques) or Bank Draft.

Payment method: ☐ Visa Card ☐ Visa Debit
☐ Master Card ☐ Cheque
☐ Postal money order ☐ Bank Draft

Card number:

Expiry: / CCV2 (3 digit) Number:

Name of Card Holder:

PRINT NAME

Card Holder signature:

POST TO: Student Leap Card, PO Box 10549, Dublin 15