

**Privacy Notice
Durham County Council
Regeneration and Local Services
Fleet Services**

1. Who we are and what we do

Durham County Council
Regeneration and Local Services
Fleet Services

Fleet Services is responsible for the procurement, maintenance and operation of vehicles controlled by Durham County Council (DCC) in line with any relevant legislation. We also carry out training for drivers who are required to drive a DCC controlled vehicle as part of their role including the Minibus Driver Awareness Scheme (MiDAS) and the Certificate of Professional Competence (CPC). The MiDAS training is also offered to people and organisations outside of DCC. Driving licences of all those people who drive a DCC controlled vehicle are checked regularly to ensure they are legally able to drive the relevant category of vehicle. Any accidents/incidents involving a DCC vehicle are also investigated by the service.

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

2. What type of personal information do we collect and how do we collect it?

We may collect the following personal information about you:

- your name
- your date of birth
- your driving licence number
- your current address
- the address on your licence if it is different to your current home address
- your DCC employee number (if applicable)
- your work email address (if you have one)
- your MiDAS certificate number

If you undertake driver training to enable you to drive a DCC vehicle as part of your role we also ask for details regarding:

- any health issues which may affect your entitlement to drive in accordance with the DVLA.
- any prosecutions or police enquiries pending for motoring offences
- whether you have had a motor vehicle policy declined, cancelled or refused or had any special conditions imposed.

We collect this information from you on the:

- Driver Induction Pack when you undertake driver training
- 'Driving licence information fair processing declaration form - D906/ADD' issued by the Driver and Vehicle Licensing Agency (DVLA) either at the time of your driver assessment or by separate request if no assessment is required, for example when joining the pool car scheme.
- Accident Investigation form (if applicable).
- MiDAS certificate.

3. What is our power to obtain and use the personal data?

When we collect and use your personal information we rely on the following:

- **Public task** as the processing is necessary for us to perform a task in the public interest or for our official functions.

Special Category Data

When we collect special category personal information relating to health we do this as the processing is necessary for the purposes of carrying out our obligations in the field of employment under Article 9b of the General Data Protection Regulation.

4. What is your personal information used for?

Prior to being permitted to drive a council vehicle employees and prospective employees are required to satisfactorily complete an in-house Driver Induction and Assessment. The information gathered during this is used to create a driver record on the fleet management system (FMS).

The information is also used:

- to maintain drivers' CPC for those who are required to drive a large goods vehicle (LGV) over 3.5 tonnes, bus or coach as part of their role and
- to administer MiDAS training.

DCC also has a duty of care to periodically check the driving licences of all those registered to drive a DCC controlled vehicle, including pool cars. The Driver and Operators Handbook stipulates the requirement of drivers to sign the DVLA driving entitlement consent form (D796). This form is stored on your driver's record and at the appropriate time the system automatically processes an electronic check of your driving licence using the information provided on the form.

Driving licence checks are also carried out as part of the MiDAS training.

5. Will your personal information be shared?

We share your information with:

- Chevin Computer Systems – as the provider of the FMS they have a registered secure link with the DVLA enabling licences to be checked electronically whilst fully complying with data protection requirements.
- the DVLA to enable your licence to be checked confirming that you are legally authorised to drive the appropriate category of vehicle.
- the DVSA (name and driving licence only) for your CPC (if applicable).
- the Joint Approval Unit for Periodic Training (JAUPT) who monitor and manage approved CPC centres.
- The Community Transport Association UK (CTA) who administer the MiDAS scheme.

In certain circumstances, your personal information collected may also be shared where we have a statutory obligation to share eg. for the prevention or detection of crime or for legal proceedings.

6. How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

The forms completed as part of the Induction training are scanned and filed on to your driver record. The paper copy is then securely destroyed. Access to the FMS is strictly controlled and password protected.

Information regarding your CPC is logged directly on to the DVSA system. Access to this is strictly controlled and password protected.

Chevin Computer Systems are registered with the Information Commissioner's Office (ICO) Register of Data Controllers. They have been a registered user of the DVLA's driving licence checking service since 2010 and are audited by the DVLA annually.

If form D906/ADD is returned to us:

- as a hard copy it is scanned on to your driver record then securely destroyed.
- electronically it is filed on your driver record.

Only authorised staff involved in the processing of driving licence checks have access to the receipt of electronic copies of the form and to the driver database on the FMS.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our corporate retention guidelines show how long this is for different services.

- Data collected as part of your driver training is retained until the conclusion of its administrative use.
- Form D906/ADD is valid for three years from the date of signature at which time a new one must be completed. At any time should you advise us that you no longer drive a DCC controlled vehicle or pool car or if you leave DCC then the form will be removed from your record and your record will be archived.
- Driving licence data returned from the DVLA is retained on the Chevin DVLA server for seven years in line with DVLA requirements.
- Documentation relating to accident investigations is retained for seven years after the expiry of the policy or for twenty-five years after the date of birth, whichever is longer.

8. Is your personal information processed outside the European Union ?

We do not process your personal information outside the EU.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right:

- to have any inaccuracies corrected.
- to have your personal data erased.
- to place a restriction on our processing of your data.
- to object to processing and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact the Data Protection Officer at DPO@durham.gov.uk or alternatively write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF.

You also have the right to request a copy of the personal information the council holds about you. To do this, you can apply online or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk.

To learn more about these rights please see the ICO website.

If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at DPO@durham.gov.uk.

If we have not been able to deal with your complaint, you can also contact the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510