

Annex E

Privacy notice for a DVSA service

1. About this service

The Driver and Vehicle Standards Agency (DVSA) provides this service to facilitate the effective management of its vehicles and efficient service for its drivers and riders. DVSA is an executive agency of the Department for Transport (DfT).

We carry out vehicle leasing and a wide range of fleet management services through a contracted third-party supplier. This service lets you access the services you require to keep you and the DVSA vehicle that you use legal and roadworthy in the conduct of your DVSA role.

The data controller for DVSA is DfT – a data controller determines the reasons and how personal data is processed. For more information, see the Information Commissioner's Office (ICO) [Data Protection Public Register](#). DfT's registration number is Z7122992.

2. What data we need

The personal data we collect from you will include:

- Staff Name
- Telephone Number
- Home Address
- Email Address
- Payroll Number
- Vehicle Registration Number

The legal basis for processing this data is for our own or a third party's legitimate interests - but only where the personal data is going to be used in ways that are reasonably expected and are not intrusive, or where there are compelling reasons to process it

3. Why we need it

We need the personal data we collect from you to:

- Contact you in order to arrange delivery or collection of a lease or hire vehicle
- Collection of accident details, including name, phone number, address and accident details
- Contact with you in order to arrange mobile tyre fitting or glass replacement services
- P11d reporting – the supplier will update their P11d System (includes driver email address and employee payroll number); this is provided to the supplier via a HR file each month
- Nominations of Notices of Intended Prosecutions (NIP) - sent to your home address.

4. What we do with it

We collect, use and store the data you give us for the reasons set out in this policy.

DVSA and the contracted supplier will act as Joint Data Controllers in respect of personal data handled through this contract.

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

We will share your data if required to do so by law – for example, by court order, or to prevent fraud or other crime.

5. How long we keep your data

We'll only keep your personal data for as long as it is needed for the reasons set out in this policy or as long as is required by law.

We will hold your personal data for:

- no longer than six full fiscal years after the expiry date of the contract, to enable full reporting of P11d liabilities, and appropriate management of vehicles, fines and accident claims.
- The overall contract may end; however, the supplier continues to maintain and manage vehicles under the individual vehicle contracts, therefore will require driver details for the individual vehicles concerned in order to arrange recalls, MOT, Tax, General Maintenance Service and Repairs. If a vehicle was delivered to a driver just prior to termination of the contract then that vehicle could remain on contract with the supplier for up to 5 years (if extended) so we need to retain the driver data to manage this.
- HMRC can audit P11d for up to 6 years following submission, therefore the data is generally held for a minimum of 6 years; likewise should DVSA have any queries regarding the P11d submission we would need to keep the data to assist. Removal of all P11d and P46 data prematurely would impact DVSA's ability to resolve any future disputes in this area.
- Future fines for vehicles out on contract will continue to be managed by the supplier and fines such as speeding offences, redirected fines etc. would need to be sent to the driver in the same way.
- An ongoing Accident claim can take a number of years to resolve to settlement, there is also the possibility of a claim coming through from the third party involved up to 6 years after the accident occurred and therefore the details of incidents reports are retained for 6 years.

6. Where it might go

Our IT infrastructure and technology has been checked to make sure it's safe and secure.

Data stored by the supplier is done so under the terms of the CCS RM6096 Framework. This framework sets out the minimum requirements that suppliers must meet before they are accepted as suppliers under that framework.

This includes the suppliers holding CyberSecurity Essentials certification for the duration of their time on the framework, and for the period of any contracts awarded through the framework that exceed the Framework duration.

The Framework also includes a requirement that all data held by the supplier is held within UK territorial limits.

7. Protecting your data and your rights

The **DVSA personal information charter** sets out what steps are taken to protect your data, and the rights you have over your data.

8. Changes to this notice

We may change this privacy notice at its discretion at any time.

When we change this notice, the date on the page will be updated. Any changes to this privacy notice will be applied to you and your data as of the revision date.

We encourage you to periodically review this privacy notice to be informed about how your data is protected.

9. How to contact us

If you have any questions about anything in this document or if you consider that your personal data has been misused or mishandled you can contact the DVSA data protection manager

DVSA data protection manager
Data Protection Manager
Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

Email **information.handling@dvsa.gov.uk**

Contact **DVSA customer services** if you have a query that is not about how your personal data is used.

You may also make a complaint to the Information Commissioner, who is an independent regulator.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: **casework@ico.org.uk**

Contact form: <https://ico.org.uk/global/contact-us/email/>

Telephone: 0303 123 1113

Text phone: 01625 545 860