

Driving Licence Information Fair Processing Declaration Form

Guidance notes – please read these notes before completing this form

1. Under Health and Safety and Duty of Care requirements, your employer is obliged to check that all employees who carry out business mileage for the company, no matter the distance or frequency are correctly licenced to drive. Your employer has outsourced this process to DriveTech and its sister company Intelligent Data Systems UK Limited (IDS) to minimise any inconvenience and ensure consistency. By outsourcing this process to a specialist provider in the field of data management, the risk or exposure to possible data fraud is minimised due to our highly secure and encrypted systems and process. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.drivetech.co.uk/home/privacy-policy or visit the Data Protection area in DriveTech's FAQ section on FleetRiskManager www.fleetriskmanager.com/Home/FAQDataProtection.

2. You should only fill in this form if you have read and understood how your driving licence information will be processed by DriveTech on behalf of your employer. DriveTech will fill in the "Company Details" and the "Reason for processing information" sections of the form on behalf of your employer. You must then fill in the "Driver Details" section and sign and date the "Driver information fair processing declaration" section. DriveTech and DVLA will not accept forms if they haven't been signed and dated by you. If you make an error on this form please complete a new form for processing.

3. In some instances, your employer may also be working with a Third Party (e.g. Leasing Partner), if this is the case DriveTech will list all relevant companies in the "Organisation Details" section.

4. Immediately after your employer notifies DriveTech that you are no longer an employee, or that you no longer drive on business, your record will be archived. In accordance with DVLA requirements, your Fair Processing Declaration form will be archived for seven years from the date of signature and subsequently destroyed. If your connection with the company or companies listed in the Organisation Details Section stops, you have the right for your information not to be processed by them. Please refer to the privacy notice for the named company or companies in that Section.

5. You can also view or share your driving licence information online at www.gov.uk/view-driving-licence.

6. If the details on your driving licence are not up to date, return it to DVLA and inform them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.

7. If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence. Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 2pm on Saturdays.



