



# West Lothian Council

## Privacy Notice – Fleet Services: Vehicle tracking System

### Our contact details

Name: Fleet Services

Address: Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP

Phone number: 01506 284681

Email: [scott.blyth@westlothian.gov.uk](mailto:scott.blyth@westlothian.gov.uk)

Notice completed May 2023

### The personal information we collect

We will collect personal information about you. This information will include:

- Your name, employee number, department, line manager, works vehicle usage, detailed journey information and driver behaviour data

### How we get your personal information and why we have it.

Only the minimum personal information is collected for and will be used to manage the fleet of West Lothian Council vehicles and within services, to assist with service planning and asset and employee management and safety.

- Initial data is received from line managers, and subsequent driver location and behaviour information is gathered by the system.

Under data protection law, the lawful bases we rely on for processing this information are:

We have a legal obligation as part of our Operators License to be aware of the location of vehicles and drivers. Driving behaviour is recorded to improve safety and provide support such as driver training.

## Who we will share your information with?

- Internally, data will be shared with Managers/Service Managers including:
  - Driver name and Service
  - Driving Journey(s) from start location to end location including roads travelled on and places visited throughout journey and day
  - Driving styles including speed driven at throughout journey and vehicle braking, acceleration and cornering style
- Externally, data shared with Police Scotland upon request
  - Driver name (held on UKT),
  - Gender, Home address, Date of Birth, Personal Phone Number (not stored on UK Telematics System, provided by HR in line with their Privacy Notice)
- Externally, data shared with UK Telematics (the system provider) for system maintenance

Only the minimum amount of information required will be shared.

Your information will not be shared with the public.

## How long do we keep your information?

- We will keep your information for 5 years.

## Your rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request please contact us at West Lothian Council, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP

Email – [scott.blyth@westlothian.gov.uk](mailto:scott.blyth@westlothian.gov.uk)

## Providing accurate information

It is important that we hold accurate and up to date information about you. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact us at the address above. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to make a complaint, is available from the [Information Commissioner's Office at https://ico.org.uk/](https://ico.org.uk/)

The ICO's address:

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

Helpline number: 0303 123 1113