

## **PRIVACY NOTICE – Fleet Services, Licence Checking**

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### **Our Contact Details**

**Name:** Scott Blyth

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

**Phone Number:** 01506 284681

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### **YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED**

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

- a) We have a legal obligation.

We will collect personal information about you to ensure you are legally permitted to drive, hold the correct licence for the driving you do for the council and have a valid driver CPC where applicable.

We use the information that you have given us in order to perform a check against your DVLA record to ensure that you hold a current and valid licence appropriate to the vehicle being driven.

We only keep information about you for as long as required. The table shows what information we collect, and how we manage this.

For this activity:	We collect	From	Reason	Information retention	We will share this with these organisations
<b>Licence checking</b>	Name  Driver licence number  Permission to access DVLA record	You	To allow us to access your DVLA record	Five years	None
<b>Licence checking</b>	Driving record information – including any penalties or disqualifications	DVLA	To ensure you hold a current and valid appropriate licence	Five years	None

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## 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 limited circumstances.

<b>Your right to restriction of processing</b>	You have the right to ask us to restrict the processing of your personal information in certain circumstances.
<b>Your right to object to processing</b>	You have the the right to object to the processing of your personal information in certain circumstances
<b>Your right to data portability</b>	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 contact us using the contact information at the start of this document.

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## **PROVIDING ACCURATE INFORMATION**

It is important that we hold accurate and up to date information about you in order to ensure that you hold a current and valid licence appropriate to the vehicle being driven. 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.

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## **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:

DATA LABEL: PUBLIC



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/>

**The Information Commissioners address:**

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Helpline number: 0303 123 11133