

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for;

Environment and Transport Department – Driver License Checking

What information do we need from you?

All drivers of Leicestershire County Council vehicles, owned or hired, must undergo a full driving license check prior to driving any vehicle.

Leicestershire County Council are required to re-check licenses on a regular basis. This is needed to comply with legislation as described below.

License re-checks are run in line with industry guidelines;

License Category:	Points on License:	Check Frequency:
Standard Car License (Category B)	0-3	Twice a year
Standard Car License (Category B)	4+	Four times a year
LGV Class 2 (Category C1)	0-3	Four times a year
LGV Class 2 (Category C1)	4+	Four times a year
LGV Class 1(Category C / CE)	0-3	Four times a year
LGV Class 1(Category C / CE)	4+	Four times a year
Bus License (Category D1)	0-3	Four times a year
Bus License (Category D)	4+	Four times a year

Staff will be contacted after a period of three years to confirm their continued agreement for their license to be re-checked on a regular basis, with the purpose of complying with legislation.

Why do we need this?

It is an offence under the Road Traffic Act 1988 for a person to drive a vehicle of any class that they don't have the license for. It is our responsibility to ensure that members of staff driving Leicestershire County Council vehicles have the necessary license.

Why are we allowed to process your information?

Leicestershire County Council has a legal responsibility to comply with traffic laws and a duty of care to all staff and members of the public. Drivers of Leicestershire County Council vehicles must supply license information to enable us to comply with our legal responsibility.

Who will we share this with?

Leicestershire County Council uses an external license checking company to run these checks.

Responsible managers at Leicestershire County Council will be informed of the overall results (i.e. eligible or not eligible to drive). Full details of individual license holder's check results will not be shared with anyone other than the license holder without their permission.

The system is accessed only by authorised personnel within the Fleet Services Team. Any responsible managers will have access only to records relating to their individual staff.

How will we keep it secure?

All data regarding an individual's driving license is held securely within a cloud-based system whose security will be maintained by the relevant contractor.

How long will we keep it for?

Details of license checks will be held on the system until the member of staff leaves Leicestershire County Council, at which point the record will be deleted.

What if something changes?

After the initial license check, due to the number of checks being carried out every month, individual drivers will not be informed when a check is run against their license within that 3-year permission period, unless data is received which affects a person's eligibility to drive.