

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 – Vehicle Tracking

What information do we need from you?

We need to know the following about you: employee's full name, no other personal details are required. Your name is then linked to a tracking device fob.

Why do we need this?

We need this information to assist with tracking vehicles to manage the Fleet service and comply with legislative requirements.

The tracking data logs;

- Location.
- Speed.
- Acceleration.
- Braking.
- Idle time.

Tracking data will not be used for any purpose other than described above.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using a contract as the lawful condition for us to do this. Leicestershire County Council has a legal responsibility to ensure driving staff are complying with traffic laws.

Who will we share this with?

Sometimes we need to share your information with others. Leicestershire County Council uses an external company to gather and hold tracking data. Only Leicestershire County Council staff have access to full tracking data. Any responsible managers will have access only to records relating to their individual staff.

Driver tracking data may be shared with other teams in Leicestershire County Council for insurance purposes as necessary. Data may be shared externally with law enforcement, the Driver and Vehicle Standards Agency (DVSA) and Traffic Commissioners.

Tracking data will not be shared for any other reasons than those outlined above.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK. All tracking data is held securely within a cloud-based system.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this data, all tracking data will be retained for a 7-year period, at which time it will be deleted.