



Privacy Notice - DRIVERS LICENCE CHECKS.

The personal information provided will be processed by East Dunbartonshire Council.

The personal information will be used for

- The information will be used to ensure adherence to the Law with regards to drivers licences.

The personal information will only be accessed by those Council employees carrying out this purpose.

The personal information will be shared with

- DVSA or Police on request
- To adhere to the law.

The use of the personal data is necessary for

- Legal Obligation
- Source
- Freight Transport Association Yearbook of Road Transport Law.
- Page 82 Paragraph 2 Employers Responsibilities
- The driver of a vehicle used on roads to which the public has access, must hold a valid licence for that category of vehicle because.
- Driving a vehicle without one is an offence
- Most insurance policies will be invalid in such circumstances
- A person or company with control over a driver commits an offence if they cause or permit a driver to use a company vehicle while unlicensed. Both driver and employer may be prosecuted

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here. <http://www.scottisharchives.org.uk/scars>

The information you have provided is classed as

- The information will be kept for one year from the date it was provided.

- Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

You can receive a copy of you personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

- **Right to rectification**
You have the right to request the Council correct any information held about you that is inaccurate.
- **Right to erasure**
You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.
- **Right to restrict processing**
You have the right to request that the Council stops using your personal information, while retaining a copy of it.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here <https://ico.org.uk/concerns/>

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer.

Karen Donnelly

Data Protection Officer

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