

Fair Processing and Privacy Notice

Fleet Monitoring System (FMS)

This fair processing and privacy notice describes the types of information we collect about your vehicle journeys and driving habits, what lawful basis we are applying, how your data is used by the Service, why we share it with others, how you can manage the information we hold and how you can obtain further information about your personal data processing.

For data protection purposes, the data controller is Leicestershire Fire and Rescue Service.

Why do we collect information about you?

We collect personal information about you for the following purposes:

- To make appropriate fleet management decisions (except red fleet).
- To calculate the private mileage costs and tax implications for provided vehicle users.
- To identify the driver and help establish the facts to provide the correct information to any relevant person or body that has a legitimate reason to require it. This is to manage complaints, Notices of Intended Prosecution, insurance claims or other management processes.
- To identify drivers requiring additional training or practice.
- To monitor the driving miles of Light Goods Vehicle (LGV) drivers.
- To report mileage figures of all fleet vehicles to our insurers.
- Management of fuel.
- To improve the accuracy of emergency response road speed data held within the Services Command and Control system for IRMP planning purposes.
- To provide data to support Road Risk Management for insurance and business purposes.
- To provide a means of tracking stolen vehicles by live location.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to

use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

The categories of the information that we collect, process, hold and share include:

- Name of user
- Individual identification number (allocated to a fob)
- Miles driven
- Details of journey
- Location
- Date and time of journey
- Purpose of journey (business or private), blue light or non-emergency
- Vehicle handling data (braking, steering, speed, acceleration)
- Fuel consumption
- Vehicle registration number
- Vehicle call sign
- Driving qualifications

We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.

Where do we get your information from?

We collect information about you and your vehicle using in vehicle data collection system devices that automatically collects and stores data on board and also in the third party system provider database.

How long do we keep it for and how do we keep it secure?

We do not retain personal information in an identifiable format for longer than is necessary.

The period that your information is retained for varies according to statutory requirements and other legitimate business reasons. We have set out these retention periods within our Corporate Information Asset Register. Typically we will store your personal data and vehicle data for 7 years from when it is collected and then securely dispose of it.

Your personal information and vehicle data is maintained securely at all times by the staff with responsibility for such records and the third party system provider. We apply access control to ensure that only authorised staff are able to access your personal information and they only access the minimum required to carry out their tasks. Data can only be accessed using the dedicated software.

We have an agreement with our third party system provider to keep your data safe and secure when it is stored in their locations. They follow the same data disposal rules as the Service and additionally will permanently remove your personal data from their storage locations when we ask them to do so or when our contract with them ends.

What lawful basis are we using to process your data?

Processing is necessary for compliance with our legal obligations that are:

- HMRC Taxation regulations - For the assessment or collection of any tax or duty.
- The Health and Safety at Work Act 1974 – When carrying out our responsibilities as an employer that ensures your safety and wellbeing as an employee and that of others employed and not employed by the Service.

Processing is necessary for the purposes of the legitimate interests pursued by the Service including recovery of costs associated with vehicle insurance claims.

In some cases, we may seek your prior consent to process your personal information.

Disclosure of personal information

We may disclose your information:

- To other staff in connection with the purposes outlined in this notice.
- To other data controllers and third parties when there is a lawful or fair and justified reason to do so. You will be informed when this happens, subject to lawful restrictions. For example, to the Service's insurers because of a claim being made by you or a third party with whom you have been involved.
- When we need to take legal advice for prospective legal proceedings
- By law, when we are obliged to provide the information requested. For example, to the Inland Revenue.

- In the course of disciplinary, grievance or other investigations of a similar nature.
- If you have given your consent.
- If your vehicle is stolen, information from live vehicle movement tracking may be shared with the Police in near real time.

Requesting access to your personal data and your rights

Under data protection legislation, you have a number of rights with regard to your personal data. You have the right to:

- Be informed of how we will process it.
- Request a copy of what we hold about you.
- Have it deleted (where we do not have a legal requirement to retain it).
- Have it rectified, restricted.
- Object to us using it.
- Data portability (in certain circumstances).

To act on any of the above rights, or if you have any concerns about how we are using your personal information, please contact the Data Protection Lead (contact details follow).

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office.

Contact details of the Service Data Protection Lead

If you would like to discuss how your personal data is being handled and anything in this privacy notice, please contact:

Name: Data Manager

Address: Leicestershire Fire and Rescue Service, 12, Geoff Monk Way, Birstall, Leicester, LE4 3BU

Telephone: 0116 287 2241

Email: dataprotection@lfrs.org

Further information

If you have concerns about the use of your personal data, the Information Commissioners Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk or their helpline on 0303 123 1113, or in writing to:

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

For more information about your rights: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:
<https://ico.org.uk/concerns/>

Review

Published June 2019. Next Review June 2020.