

# Intelligent Data Systems

## Fair Processing Notice

### Key Points:

1. Information is held only for as long as required to meet the service provided
2. All personal information supplied to IDS is held securely
3. IDS complies with the Data Protection Act 1998.
4. Information submitted to IDS remains confidential, and is used only for the purposes set out below.

### Who are IDS?

Intelligent Data Systems (UK) Limited (IDS) is a wholly owned subsidiary of the AA Corporation Limited, specialising in the management of data for the fleet industry.

### Where is personal data held and how do I know this is secure?

IDS is registered as a Data Controller within the requirements of the Data Protection Act (Reg No.Z853 6279) and have been assessed by The British Standards Institution (BSI) and have gained the following certificates: Quality Management Systems - ISO 9001:2008 *Certificate No:* FS 554052 and Information Security Management System - ISO/IEC 27001:2013 *Certificate No:* IS 560380

IDS treat data security extremely seriously and ensure that access to the information is very tightly controlled. We have undergone rigorous IT audits in order to ensure full IT compliance to all parties. Access to driver data is only available to named authorised users via secure login using user name and password to the named account only, which is issued by IDS.

The IDS database (which holds driver information) is held electronically on secure dedicated servers, which are hosted by a specialist company called Rackspace who provide their hosting services for many large blue chip organisations and are certified ISO 27001:2013. By outsourcing our server hosting in this way means that in the event of any unforeseen circumstance, we are able to replicate our operations with little or no disruption to the services we provide to our Customers.

All IDS laptops are encrypted and driver information is never transferred onto removable storage such as flash drives, CDs, DVDs or removable hard drives. Access to these devices is controlled and limited through end-point protection software to maintain integrity and security of systems and data. All driver information is sent to and received from the DVLA via dedicated encrypted lines.

### Is my personal information going to be sold or used for any other purpose?

Absolutely not. Under the agreement between IDS and your employer and also the contract between IDS and the DVLA, IDS cannot use any information that they hold for any other purpose than reporting on driving licence related matters. The contract terms also means that no information can be sold to any other parties. In effect, the information cannot be misused or abused. Were we to misuse or abuse the terms of our contracts, we would risk losing our customers and our supplier (DVLA). Any such breach of trust would lead to IDS' Data Protection Licence being revoked – we would be unable to trade.

### What information will IDS collect and how will it be used?

Having received your completed and signed data protection mandate, IDS will request your current endorsement and licence category information from the DVLA. The information that is collected and held will be current information only and not out of date, historical data. Under the agreement between the DVLA and IDS, IDS will simply report this data to your employer. Home address information is not updated or

notified to the DVLA by IDS as it is the responsibility of the driver to inform the DVLA of any change in address or relevant circumstances.

**Why do IDS need to hold my information once the check has been completed?**

Under duty of care requirements, your employer must be able to demonstrate an audit trail should any issue relate to a Health & Safety matter concerning a driver / driving related incident. In the event that the police or the HSE asked your employer to prove that a driver's licence had been checked, your employer can simply show the output from the IDS system or print out a hard copy. If IDS were to delete a driver's details in between licence checks, there would be no record of what those details were.

**Can I have access to the information that IDS holds**

Yes – under data protection rules, you can request IDS to make available all information held about you personally. IDS may charge for this request.

**I've read some worrying reports in the media about ID theft and need some reassurance about this:**

Apart from the driving licence information, IDS only hold personal information which is available in the public domain (e.g. electoral role). IDS do not hold critical information which could enable an identity to be 'stolen'; in order to do this, we would have to hold information such as place of birth, NI number, financial information, mother's maiden name – none of which we hold. On occasions, we have actually highlighted instances of identity theft because we have reported drivers with a high number of points to our customers and when they have spoken to their employees, this has turned out to be incorrect due to cases of stolen identity.

**Why do I need to complete a mandate?**

Under Health and Safety and Duty of Care requirements, your employer is obliged to check that all employees who carry out any business mileage for the company, no matter the distance or frequency, or who are covered by the company insurance are correctly licenced to drive. Your employer has appointed IDS to facilitate this process in order to minimise any inconvenience by not requiring you to present your licence when requested as well as delivering a well-managed logistical alternative to the previously onerous task of manually checking driving licences. Also, by outsourcing this process to a specialist provider in the field of data management, the risk or exposure to possible data fraud is negated due to IDS' highly secure and encrypted systems and processes.

**Who are DriveTech and why are they named on the data protection mandate?**

IDS are a subsidiary of DriveTech (UK). They are named because they are IDS's parent Company.

**Why doesn't my employer not simply visually check my drivers licence?**

Visually checking licences relies solely on the information provided, which may not be up to date, rather than "real time" information. From an employers' perspective they need to ensure that the information they receive regarding the status of an employee's driving licence is correct, thorough and current and this level of information is only available from the DVLA. Using a specialist provider such as IDS ensures accuracy, ease and speed of information access centrally and a reporting function for risk assessment purposes.

**What happens to my information (and that of any additional/nominated driver) if I leave the company?**

Your employer will inform IDS and we will delete your information (and any details for nominated additional drivers) from our records and any requests for information from the DVLA will cease.