



Fair Processing Notice

By accessing the website and providing us with your personal details, you agree to accept and be bound by our privacy policy, the key terms of which are summarised in this fair processing statement.

The Fleetmaster Operational Support Services Ltd online licence checks fair processing declaration is an alternative to the paper fair processing declaration form (5/18). It has been approved for use by the DVLA.

Your declaration is valid for a period of 3 years from the date of signature, or until you cease employment with the company.

Your electronic declaration will be retained for a period of 7 years, as required by our contract with the DVLA.

All information is stored in a secure environment, compliant with ISO27001. All information is encrypted and submitted to and from the DVLA via a secure government pathway.

The online process mirrors the paper application process. Information submitted is checked for accuracy by Fleetmaster Operational Support Services Ltd, and forwarded to DVLA who supply details from your licence record.

Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.

All information requested is primarily used to verify your entitlement to drive, but may also be used as part of additional road risk related products or services, as defined by your employer.

Data is collected, stored and processed by Fleetmaster Operational Support Services Ltd in accordance General Data Protection Regulations (GDPR). We will treat your personal information as confidential and we will not disclose it to any third party except:

- (i) with your prior agreement as disclosed in the declaration you sign.
- (ii) as required by law.