



VEHICLE LOCATION SYSTEM POLICY

Version 0.2

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1. Introduction

- 1.1 The aim of this Policy is to document the rules, procedures and guidance on the use of the Vehicle Location System to all authorised employees. We must also take responsible steps to make sure that employees are made aware of the Policy and any linked procedures that are designed to prevent, so far as is reasonably practical, any misuse or misunderstanding in connection with the use of the Vehicle Location System.

2. Purpose and aim of the policy

- 2.1 Derby City Council recognises the impact that the Vehicle Location System may have on employees. This Policy aims to address these issues proactively and provide guidance and advice on the purpose and use of the Vehicle Location System.

This Policy is in place to make sure that Derby City Council complies with its responsibilities under the Data Protection Act (DPA) and Human Rights Act (HRA) with regard to the data collected and used.

3. Scope

- 3.1 This Policy applies to all employees of Derby City Council and any other authorised person that has access to the Vehicle Location System and any other such system as may be introduced.

4. Related Council strategies, policies, and procedures

- Data Protection Act Policy
- Information Security Policy.

5. Legislation, guidance and standards

- The Data Protection Act 1998
- Article Eight of the The Human Rights Act 2000

6. Policy statement

- 6.1 The Vehicle Location System offers real time tracking, which allows the Council to monitor the location of an official vehicle and check on its progress. The system is capable of indicating when a vehicle goes off its prescribed route, helping to recalculate its time of arrival and allowing back office staff to adjust the routing of other vehicles to help compensate for possible late arrival. These features improve efficiency and gives a level of security for our vehicles, plant and employees.



- 6.2 Being able to monitor a vehicle makes sure that if it is stolen, it can be quickly located and recovered.
- 6.3 As the council has a duty of care under health and safety, this technology allows us to locate lone workers and make sure that we are able to respond to any emergencies quickly.
- 6.4 The system will also assist the council and its employees to defend against legal cases. Where vehicles are involved in road traffic accidents the council will be able to prove, or disprove that the vehicle was at a particular location at the time stipulated by any claimant.
- 6.5 Fines for parking, speeding, vehicle overloading or red light violations will be the responsibility of the driver in charge of the vehicle, however, vehicle location information may be accessed by the driver concerned to dispute any such allegations if appropriate. This information will be made available to any driver making a reasonable request to defend such claims.
- 6.6 Vehicle location technology can be used as evidence to show that the council is complying with the obligations under UK Driving Regulations and the European Working Time directive. It will show that each driver has taken their statutory amount of rest when driving.
- 6.7 Vehicle location technology also helps the council comply with audit instructions issued by HMRC by evidencing “no private use” of company vehicles. HMRC encourage that any private vehicle use is reported to them in order that the necessary ‘Benefit in kind’ revenue is recovered from offending drivers. The council will carry out random audits of Vehicle Location System history, so as to show compliance with our agreement with HMRC on ‘no private use’ and so will be able to defend any claims by evidencing that vehicles have been used for ‘Business only Use’.
- 6.8 The Vehicle Location system also provides detailed historical data on vehicle utilisation in order that revisions to operating schedules or collection rounds can be undertaken.

7 Policy details

- 7.1 Under the provisions of the Data Protection Act 1998, the council and all employees have a responsibility to make sure that any data collected from the Vehicle Location System is done so in line with the requirements of the Act which sets out 8 principles to which we must comply. Information must be:-
- Fairly and lawfully processed – restrictions on using personal sensitive data



- Processed for limited purposes and not in any manner incompatible with those purposes.
- Relevant and not excessive.
- Accurate and kept up to date
- Kept for no longer than necessary
- Processed in line with the data subject's rights
- kept secure
- Not shared outside the EEA unless there are protections in place.

7.2 An employee who has access to any computerised information system is responsible for complying with any security and control procedure covering access, use or protection of data. There are a number of related information governance policies which document these responsibilities including but not limited to those mentioned in 4.1.

7.3 Security can be achieved by making sure that:-

- Passwords are regularly changed, kept secure and are not shared with anyone else.
- Information from the Vehicle Location System is not removed or made available to any unauthorised person.
- Isolated / individual terminals are not left unattended without logging out of the system first.
- Employees are aware of their personal responsibilities under the Data Protection Act.

7.4 Organisations or individuals that require access to the Vehicle Location system will be made aware of this Policy.

7.5 Any third party requests for access – to the Vehicle Location System must be forwarded to the Council's [Data Protection Manager](#) without delay.

7.6 Everyone has the right to request access to their personal data. Employees are entitled to copies of any personal information held about them. Any employee requesting a copy of a report that has been generated by the Vehicle Location System will be given a copy of that report within a reasonable period of time (this will normally be within seven days of request or longer if agreed by both parties but in any case within 40 calendar days)

7.9 An employee can only request information relating to his/her own activities through application to their respective Head of Service. An employee disagreeing with any information provided in the report can request that the data is corrected, provided that they can substantiate the change. If the employee cannot substantiate the change but wants a note placed on record of their concerns then this will be agreed to. All such requests must be made to the [Data Protection Manager](#) for consideration.



7.10 The council will make sure that personal data is kept in a secure, confidential manner. Vehicle Location System information will be held on a secure server where access will be through a password controlled connection. Information will not be kept for longer than 24 months. The information collected may be shared with other departments in the council for the purpose of preventing fraud, misuse of public funds and any legal or statutory requirements.

7.11 Data collected by the Vehicle Location System includes the following:-

Real Time Information

- Registration number of vehicle
- Speed of vehicle (stopped or idling)
- Ignition on
- Location of Vehicle
- Geographical alerts -vehicles entering or exiting certain prescribed points / areas.

Historical Information

- Registration number of vehicle
- Speed of vehicle (stopped or idling)
- Ignition on
- Location of Vehicle
- Time vehicle arrives and leaves destinations
- Time vehicle is stationary / idling
- Start time
- Finish time
- Total time
- Time in depot / home location
- Time on site
- Number of hours driven
- Certain vehicle activities e.g. gritting, sweeping
- Street where vehicle is used or parked.

7.12 Once fully implemented the Vehicle Location System will be able to automatically alert the operational base when the following occurrences happen:

- Vehicle gross weight transgressions
- Vehicle movements Inside/outside of prescribed areas (transfer station / depot)
- Movement of vehicle outside prescribed hours / boundaries

7.13 Access to the Vehicle Location System will be restricted to those individuals that require access for business purposes only. Within the Vehicle Location



System there are different levels of security and each person that has access will be assessed to make sure that they only have access to the data that is required to perform their particular job. The only employees that have full system access (real time and historical) will be those appointed to administer the system locally. These are:-

- Head Of Service
- Duly appointed Operational Manager in each Department
- Fleet and Depot Manager

7.14 Real time access only will be delegated to the following by their respective Head of Service:

- A duly appointed Supervisor / local manager

See appendix 1 for detailed list of personnel having access to the Vehicle Location System

7.15 Employees that are authorised to take vehicles home but are not authorised to use the vehicle for any other purpose, should be aware that data is collected and monitored on their vehicle usage.

7.16 The following instances relate to those occasions when the Vehicle Location System can be used 'in the normal course of duties'. This relates to interrogating the system to extract information which relates to operational activities only. This includes, but may not be limited to the following.

- Where a vehicle theft is suspected
- To confirm information relating to a road vehicle accident
- To make sure vehicles have arrived safely at work site
- To locate vehicles in order that they can attend a nearby work site or go to an emergency situation.
- When random sampling vehicle journeys to evidence 'no private use' for HMRC
- In the analysis of routing and scheduling – for example rounds rescheduling or when global information is required to highlight trends or patterns in vehicle movements.
- To locate an employee, who is known to be at work, where contact has been lost.
- When an out of location report is received.
- When an out of hours movement report is received.
- To provide information to employees who are seeking to defend allegations of speeding, car parking contraventions or accident responsibility – where an appropriate request has been made from the individual concerned.

7.17 If Vehicle Location System information is required to evidence a potential disciplinary offence, then prior authorisation must be obtained through the



RIPA (Regulation of Investigatory Powers Act) process to download the relevant information or monitor 'real time'. Information extracted from the Vehicle Location System must be made available to the person being investigated. The RIPA form will indicate the scope of the information requested and the period of data to be checked. All RIPA requests must be approved at departmental Service Director level or above.

- 7.18 All drivers of vehicles having a location system fitted must be made aware of it's presence in any vehicle that they drive for the authority. For many departments this will mean all of their fleet vehicles. The local manager will inform all drivers of the presence of any Location System devices fitted to their vehicles. Where a driver is unsure whether a Location System is fitted to their vehicle, a request to their local manager or supervisor should be made to confirm this.

8. Performance and risk management

- 8.1 The Vehicle Location System will be monitored by The Fleet and Depot Manager to make sure that only duly appointed employees have access and that password control is strictly monitored.
- 8.2 The Fleet and Depot Manager will monitor vehicle use on a random sample basis to make sure of compliance with HMRC regulations on Private Vehicle Use.

9. Communicating the policy

- 9.1 The Vehicle Location System Policy will be given to all staff who have authorised access to the Vehicle Location System. Local managers will also brief employees on its contents via departmental briefings and team meetings.
- 9.2 All staff driving council vehicles where Vehicle Locations Systems are fitted will be made aware of this by their local manager / supervisor. Operational handbooks, risk assessments and departmental policies will refer to this where applicable.
- 9.3 The most up to date Policy will also be made available via iDerby. Please check with the Fleet and Depot Manager if you are using a printed copy of this Policy

10. Breaches and non-compliance

- 10.1 Any breach of this Policy may be considered as gross misconduct under the council's disciplinary procedure.
- 10.2 Deliberate damage to the Vehicle Location software or hardware will constitute misconduct and will be dealt with in accordance with the council's disciplinary procedure.



- 10.3 Any employee found accessing, distributing, sharing or misusing any data collected without lawful authority may also be disciplined under the council's disciplinary procedure.

11. Information and training

- 11.1 All employees with access to the Vehicle Location System will be trained on its operation and briefed on the contents of this Policy.
- 11.2 All employees will also undertake mandatory Data Protection training in the form of e-learning.

12. Evaluation and review

- 12.1 This policy will be regularly reviewed and in any case by January 2015.

13. Contact information

- 13.1 Please contact the Council's Fleet Manager on 641514 or by email richard.kniveton@derby.gov.uk with enquiries about this Policy.
- 13.2 Further information on the council's Data Protection Act Policy can be found on iDerby under the following link:-
<https://iderby.derby.gov.uk/governance/information-governance/data-protection/> or obtained from the Council's Information Governance Manager / Data Protection Manager on 643232 or by email alison.moss@derby.gov.uk or any of the [information governance team](#).

14. Help messages

- 14.1 If you require this document in large print, on audio tape, computer disc or in Braille please contact the document manager.



Appendix 1 -

Staff with access to Vehicle Tracking Information

Neighbourhoods – Streetpride - Refuse

Head of Service	Full/Historical access
Refuse Operations Manager	Full/Historical access
Streetpride Area Manager	Full/Historical access
Refuse Supervisors	Real Time Access

Neighbourhoods – Streetpride - Grounds Maintenance/Street Cleansing

Head of Service	Full/Historical access
Streetpride Area Managers	Full/Historical access
Arboricultural Officers	Real Time access
Grounds Maintenance Supervisor	Real Time access
Streets Cleaning Supervisor	Real Time access

Neighbourhoods – Streetpride - Highways

Head of Service	Full/Historical access
Streetpride Area Manager	Full/Historical access
Senior Inspectors	Real Time access

Env and Regulatory Services

Head of Service	Full/historical access
Senior Response Officer	Full/Historical access
Team Leader – Environmental Protection	Real Time access

Fleet Management/Workshops

Fleet Manager/Workshop Manager Fleets	Full/Historical Access – All
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