

**GENERAL DATA PROTECTION REGULATION –
2018**

Introduction –

Driver Resource Recruitment Ltd commitment to the GDPR 2018 is outlined in the following twelve (12) areas where the generation, use and communication to a third party of personal information is required to fulfil our day to day duties, in providing safe and secure driving work for its drivers.

1. Awareness

Driver Resource Recruitment have appointed Stuart Hardy, Operations and Compliance Manager as the official designate, to oversee the implementation and continually development of 'retaining and correctly distributing' personal information.

Driver Resource Recruitment has advised all candidates who, through the natural course of their respective roles, will have access to their personal information. These individuals are highlighted in the registration pack and all candidates are requested to authorise the access by way of a declaration.

2. Information you hold

Driver Resource Recruitment Ltd advise the candidates of the following documentation that we hold electronically. Drivers are advised of the engagement policy and the third parties involved with the sharing of personal information. Driver Resource Recruitment will advise all third party organisations about any inaccuracies that may occur, in order to correct their respective records, in line with the GDPR Accountability Principle.

For guide purposes only we have attached a copy of the Driver Resource Recruitment application form which relates to the personal information required to complete a full driver registration.

3. Communicating privacy Information

Driver Resource Recruitment advise all drivers of their commitment to GDPR Legislation with notices in the office and as part of the registration process. These notices advise all concerned the 'type' of information used and the names of the authorised personnel who will have access to their information. All data collected will at times need to be shared with a third party, the drivers are advised of these people under the 'Engagement Process'. For the purposes of this POLICY, all data collected is stored electronically and classed 'live' for the extent of the 'working life' of the driver. Once the driver is no longer classed as 'live', their details are archived for a period of 24 months then deleted. All information the communicated is done so electronically and in line with the GDPR Legislation.

4. Individuals Rights

Driver Resource Recruitment acknowledge and fully support the rights in providing all processed and shared electronic information, including how we would delete personal data provided through the registration and work finding process.

Driver Resource Recruitment acknowledge the following –

- The right to be informed
- The right of access
- The right to rectification
- The right to ensure
- The right to restrict processing
- The right to data portability
- The right to object
- The right not to be subject to automated decision making including profiling

Any personal data requested by an individual will be readable and provided free of charge.

5. Subject Access Requests

Driver Resource Recruitment will not charge for any requests made by drivers/individuals for the request of collected data. Driver Resource Recruitment will fulfil all requests within 30 days of date of receipt of request.

If a request is manifestly unfounded or excessive, Driver Resource Recruitment have the right to refuse or charge for the completion of the request.

If a request is refused, we will do so in writing to the individual/driver, giving reasons and the contact details of a supervisory authority, in order to find a judicial remedy.

6. Lawful basis for processing personal data

Driver Resource Recruitment lawful basis for collecting, processing and sharing third party information to ensure all drivers/individuals provided –

- Right to Work
- Employment Contracts
- Payment Details
- Asylum and immigration act 1996
- Criminal Declaration
- GDPR Act 2018
- Working Time Directive
- Driver Qualifications / CPC

7. Consent

Driver Resource Recruitment freely request consent in a specific, non ambiguous and informed manner. We only request a 'positive opt-in'. We do not accept inferred or silence, pre – ticked boxes or inactivity as consent.

Driver Resource Recruitment provided separate forms of consent and indeed the 'right to withdraw' in many forms, in particular –

- Application Form
- Terms of Engagement
- Drug and Alcohol Testing
- WTD
- Data Protection Act

'Right to Withdraw' or 'Non – consent' is identified as 'written reason or 'explanation' as to why the driver/individual has not consented. This is counter-signed by the registering consultant/manager/director in red.

8. Children

Driver Resource Recruitment do not request any information relating to children. All drivers/individuals requesting work are a minimum age of 18 years old.

9. Data Breaches

Driver Resource Recruitment, after a full data risk assessment, have placed a procedure in place to detect, report and investigate any personal data breach. Where a breach is likely to result in a risk to rights, discrimination, individual's freedom and damage to reputation, written notification will be sent to the individuals concerned, in extreme cases Driver Resource Recruitment will notify the breach and individuals concerned to the ICO(Information Commissioners Office).

10.Data Protection Impact Assessments

Driver Resource Recruitment has hi-lighted 'profiling 'within its operation as a possible 'significant individual risk' to individuals effected. As a consequence it has appointed Stuart Hardy, Operations & Compliance Director, as the nominated person to carry out Privacy Impact Assessments (PIA). In line with guidance the Information Commissioners Office advisory on PIA's. All assessments/processes run will be done so locally.

11.Data Protection Officers

Driver Resource Recruitment have designated Stuart Hardy, Operations & Compliance Director in control of all GDPR and Data Protection matters. As such, Driver Resource Recruitment Ltd will monitor the risk and development of the process and appoint if necessary a Data Protection Office.

12.International

Driver Resource Recruitment operate wholly within the UK.