

Please complete in **BLOCK CAPITALS**, using **black ink** and keeping within the boxes (\* Mandatory Fields)

**Section 1: Company Details\***

**ID/Ref:** \_\_\_\_\_

Company / Employer	Lancaster City Council
Organisation / Branch	Licensing

**Section 2: Reason for processing information\***

**(To be filled in by the company making enquiry before driver fills in Sections 3 & 4)**

**Reason:** Regulatory - Checking driving entitlement and endorsements

**Do you need CPC information** Yes  No

**Do you need tachograph information** Yes  No

**Section 3: Driver Details\***

First Name										
Middle Name(s)										
Surname										
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender	<input type="text"/>	<input type="text"/>
Driver Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Address	Address on Licence (if different)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode	Postcode

**Section 4: Driver Declaration (To Be Completed By The Driver)\***

I am the person referred to in Section 3. I understand GB Group plc ('GBG') will ask DVLA for my driver record information which will then be provided to the company listed in Section 1, as and when they require, for the purpose set out in Section 2. I understand DVLA will disclose to GBG all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA and this will be disclosed by GBG to the company in Section 1. This includes personal details; driving entitlements; valid endorsements; and/or disqualifications (if relevant); photo images and Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate).

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

Signature	<input type="text"/>	Date of Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-----------	----------------------	-------------------	----------------------	----------------------	----------------------	----------------------	----------------------

## Guidance Notes

### Driving licence information Fair Processing Declaration Form

#### Guidance Notes for the DRIVER

1. DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows DVLA to release your data to the police and other enforcement bodies. DVLA also provides data to other parties where the law allows it. For further information about how DVLA processes your data, your rights and who to contact, see DVLA's privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy) or request a written copy by phoning 0300 790 6106.
2. We, GBG, are requesting information from your driving licence record at DVLA on behalf of the company listed in Section 1.
3. You should only fill in this form if you have read and understood how your driving licence information will be processed by GBG Group plc ('GBG') and the company in Section 1. GBG or the company in section 1 must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
4. If your connection with the company in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the company in Section 1.
5. If the details on your driving licence are not up to date, return it to DVLA and tell them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.
6. If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at [www.gov.uk/apply-online-to-replace-a-driving-licence](http://www.gov.uk/apply-online-to-replace-a-driving-licence). Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

#### Guidance Notes for the COMPANY

1. You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
2. If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please ensure that the 'Yes' boxes in Section 2 are ticked.
3. You must provide a reason for requesting this information in Section 2 Eg:
  - **Employer** checking driving entitlement,
  - **Fleet Provider** checking driving entitlement,
  - **Auto Insurer** performing point of claim check for driving entitlement.You must only use this information for this reason. If you do not provide a reason or enough information, this form will not be deemed as valid and will be rejected.
4. GBG has a duty under data protection law to protect personal information. To ensure adequate protection, we require that the driver (the data subject) is informed and understands how their driving licence information will be processed.
5. It is an offence to unlawfully obtain personal data, which is contrary to data protection law. The penalties for these offences are fines issued in the magistrate's court or Crown court.
6. If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that the information has been obtained or used inappropriately, we can refuse all future requests.