



Notes for guidance for Driver – Please read the notes before filling in this form.

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- 1 You should only fill in this form to confirm your entitlement to drive. The company making the enquiry must first fill in section 1. You must then fill in section 3 and sign and date section 5. If the company also require details of your CPC qualification complete section 4 with your DQC number off your DQC card. We will not accept forms without a signature and date.
- 2 'If your licence has been lost, stolen or destroyed you will need to apply for a replacement licence. You can get information on how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence Alternatively as long as you have not changed the details on your photocard licence you can phone **0300 790 6801** between 8am and 7pm, Monday to Friday, and between 8am and 2pm on Saturdays and apply for a replacement licence using a debit card or a credit card.
- 3 In some instances, the company asking for details of your driver record may be making the request for the company you have a relationship with.

Notes for guidance for Company

- 4 If you need to get details of any Certificate of professional competence (CPC) please make sure the driver has filled in section 4 with their driver qualification card (DQC) number if known. If the driver does not hold a CPC qualification then they should not fill in section 4. We will send you the driver CPC information separately from the driver record details.

If you have any queries about driver CPC please contact the Driving Standards Agency:

- Phone 0300 200 1122
 - Email customer.services@dsa.gsi.gov.uk (referring to 'Driver CPC Enquiry').
- 5 Data Controllers must be registered on the ICO Register of Data Controllers. You must confirm your organisation is included in the Register with this application. However, if for any reason you believe that your organisation is exempt from this requirement, please supply a full explanation.
 - 6 For us to consider your request, you must tell us as much detail as you can about how you are going to use the information in section 2. You can continue on a separate sheet if necessary. You should only use the information for this purpose. If we see a legitimate complaint about information obtained unlawfully we may pass it to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA require the explicit consent of the driver before releasing information. This information will only be released for the purpose of confirming entitlement to drive and will be held in accordance with the Data Protection Act 1998.

- 7 There are specific areas of compliance that you need to be aware of to ensure that you comply with the storage and access of data supplied to you by DVLA. There are particular conditions surrounding offshoring the data and also off shore access where it is stored in the UK.

Offshoring has significant implications for information assurance, potentially introducing new risks (especially reputational damage) and incurring additional costs in managing or mitigating those risks. Our main concern is to preserve the confidentiality, integrity and availability of the data, and to minimise risk to this asset.

The cost of the enquiry for each driver record is £5.00. Please send a cheque or postal order for £5.00 made payable to 'DVLA, Swansea'. Please return to DVRE Team, DVLA, Swansea, SA99 1AJ

Warning

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully obtain or disclose (or procure the disclosure of) personal data from Data Controllers without the data subject's consent. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5000 or by an unlimited fine in a Crown Court.

If you don't provide sufficient information about your company or the driver you are enquiring about or if the driver hasn't signed or dated the declaration we will reject the application.

