



## Privacy Notice: Fleet Services

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. The information here should be read in conjunction with the Council's corporate privacy notice: [Privacy \(bristol.gov.uk\)](https://www.bristol.gov.uk/privacy). We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](https://www.bristol.gov.uk)

## What council services are covered by this privacy notice?

### Fleet Service & Maintenance

Fleet Services service and maintain 1464 vehicle/plant assets held by the council including 68 generators based in tower blocks, 136 school vehicles and council subsidiary, 423 vehicles ranging from a small car to a 7.5t lorry and 973 plant items from a strimmer to a large tractor. Fleet Services use a system to collect data

### Fleet MOT

Providing a full MOT service including conducting the MOT bookings, carrying out the MOT and providing MOT certification

## How will this service use your personal data?

### Fleet Service & Maintenance

We use this information for one or more of the following reasons:

- To ensure you have a compliant driving licence allowing you to drive the correct vehicle on Fleet.
- In the following circumstances you are required by law or contract to provide personal information.



## Fleet MOT

We use the information to place a booking with our MOT Testing Centre and is used as a reference for your payment.

## What data we need to collect and use?

To provide these services, we will collect and use some or all of the personal information below:

### Fleet Service & Maintenance

To provide this service, we will collect and use some or all the personal information below:

- Name
- Date of Birth
- Full Address
- National Insurance Number
- Driving Licence Number

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from Gov.uk driving licence check facility.

### Fleet MOT

- Name
- Registration number
- Telephone number
- Taxi plate number

We get most of this information from you and from what we learn about you through your use of our services-~~facility~~.



## Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

### Fleet Service & Maintenance

- Gov.uk / driving licence check

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf. These processors are:

- Chevin Fleet Solutions

### Fleet MOT

- Internally with Bristol City Council Licencing Department (Taxi compliance documents only)
- Gov.uk / mot-testing-service

## Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

## What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

### Personal information

#### Fleet Service & Maintenance

Our lawful and legal bases for using your personal information are to meet our legal obligations.



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- Road Traffic Act 1988
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Regulation (EC) No 1071/2009
- The Health & Safety at Work Act.

## Fleet MOT

Our lawful and legal bases for using your personal information is on the basis of public interest or in the exercise of official authority.

- Road Traffic (Vehicle Testing) Act 1999

## How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

### Fleet Service & Maintenance

- Driving licence details are retained whilst the employee remains in post. After this, your personal information will be deleted.

### Fleet MOT

- Your records are held for 6 months in archive, for cancellation policy requirements, before being permanently deleted after 6 years.

## Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).



# Privacy Notice Bristol City Council

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at [data.protection@bristol.gov.uk](mailto:data.protection@bristol.gov.uk) or by writing to our data protection officer at:

Data Protection Officer  
Information Governance  
Bristol City Council  
City Hall  
PO Box 3399  
Bristol  
BS1 9NE

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>

Next annual review date: October 2026

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