

Privacy Notice for the Electric Vehicle Experience (EVE) Scheme



Nottingham City Council Information Compliance

Service Area: Transport Strategy
Directorate: Development and Growth
PN - 191

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Since 2016, Nottingham City Council has led the way in the transition to Electric Vehicles as part of the national Go Ultra Low programme using funding to promote the uptake of electric and Ultra Low Emission Vehicles promoting sustainable transport options so as to improve local air quality, contribute to the national emissions reduction targets and reduce carbon.

Nottingham City Council has been promoting a wide range of Ultra Low Emission Vehicles (ULEVs) including private cars, vans, buses, taxis, and commercial fleets to promote low carbon options across a range of transport modes. The latest initiative is the Electric Van Experience (EVE), which will offer local businesses, public and voluntary sector organisations the opportunity to loan an electric van for a period up to 30 days or longer. Within that period the van can be driven by up to five drivers in the organisation with an appropriate driving licence so that the business can experience operating an electric vehicle within its fleet and make a decision on whether they should form part (or all) of their future fleet specification.

The **scheme is administered in funded partnership with Highways England** and managed by Nottingham City Council who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- To administer the scheme. This includes insurance purposes and confirming the eligibility of named drivers (between the ages of 25 – 70, an eligible driving licence entitlement held for a period of no less than 2 years and no more than six penalty points on the licence);
- To assess and monitor the use of the vehicles to evaluate and support user experiences with a view to amend and improve future sustainable transport services. The Council will do this using vehicle tracking and telematics technology, this is also achieved by asking you to fill out a questionnaire before and after the loan period;
- To provide statistical analysis to Highways England on the effectiveness of the scheme. This data will be anonymised and will not be able to identify you;
- To protect Council assets from misuse, damage, theft, or to defend legal claims, the Council will install front and rear cameras on the vehicles which will continually record when the ignition is switched on; and
- The Council may also request the details of the location of a vehicle in the event of suspected theft to assist in recovering the vehicle.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above relates to:

- The names of and driving licence details of the drivers of the vehicles. This includes whether the individual has any penalty points on their licence.
- Front and rear facing cameras will record live road footage. This footage may include identified or identifiable individuals. The recordings will be retained for

a period of the loan + 30 days unless the images are needed for lawful purposes, including legal proceedings.

- Vehicle tracking and telematics data, please read the statement below.

Telematics Data

An important part of the scheme is not only to enable individuals to trial the benefits of electric vehicles, but for us to gather information about their use and effectiveness so that we can evaluate the scheme and inform policy going forward.

Vehicle telematics and tracking can involve the processing of personal data. This is because various data can be combined that makes an individual identified or identifiable. Location data merits particular careful consideration as it can be privacy intrusive, and could mean that behavioural characteristics are inferred from that data.

This is a possibility as the Council will hold the details of the named drivers and details to identify the vehicles. The telematics processor (Trakm8) will have the raw telematics data. While they will not know to whom the vehicle is allocated to, combining those datasets could lead to us identifying a specific individual and tracking their specific location.

It is not within the scope of this project to monitor the location of vehicles in real time. The Council will not use location data relating to an individual unless there is a lawful reason to do so, for example for the purposes of the prevention of crime.

In relation to vehicle tracking and telematics information, the Council will process this information for the following purposes:

- To locate stolen vehicles, when it is necessary for lawful purposes or to prevent crime. The Council will only request the specific location of a vehicle when there is a lawful and necessary reason to do so.
- To monitor air quality across the strategic road network by mapping out when a vehicle has used these roads. The Council will receive this data in an

anonymised state from Trakm8 and it will not be used to identify a specific vehicle or individual.

- To monitor whether a vehicle is being used. The Council will receive a weekly update indicating whether a vehicle has moved from the premises of the business. The Council will not have access to live tracking of the vehicle as this will be a simple confirmation, and used only for the purposes of ensuring the assets are being used and to allocate them accordingly.
- To provide 'connected care' which will report maintenance information on the physical condition of the vehicle. For example, this includes battery health, brake wear, tyre pressure etc. While this will be vehicle specific, it will not be used to monitor the location or behaviour of individuals.
- To provide feedback on vehicle performance. This will involve the processing of how the vehicle is operated in terms of driving technique including braking harshness, acceleration etc. The purpose of this is to provide bespoke feedback on how to manage the performance of the vehicles to in terms of maximising range, battery charge and overall performance. The data will also be used to support the business/organisation in understanding the operational and environmental benefits of using an electric van. While this will be vehicle specific, it will not directly identify an individual and will not monitor the location of the vehicles. The Council will only use this data for this specific purpose.

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is **necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.**

These public tasks in the public interest are based on:

- The Council using its general power of competence under the section 1 of the Localism Act 2011 to promote the environmental wellbeing of the city;

- Working with Highways England to improve air quality, this includes using funding provided by them under the Highways England Designated Funds Programme.

Information relating to driving convictions and penalty points is considered to be criminal offence data. The condition under which the council process this information is because;

- It is necessary for insurance purposes

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council will share your personal information with:

- DVLA; to facilitate a check that each named driver has the suitable entitlements on their driving licence;

The information provided by you may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are not** obliged by statute to provide some of the information that is specified here. However, not being able to process personal data would mean that we could

not run the scheme and not support the business/organisation in loaning an electric van.

How long will the Council retain the data for?

The information that you have provided will be kept for the duration of the scheme. The scheme will process different elements of personal data, the retention periods for this are outlined below:

- Personal data to administer the loan of a vehicle: 2 years
- On-board cameras: 60 days, unless necessary lawful purposes including legal proceedings. Data will then be processed for as long as is necessary for those lawful purposes;
- Telematics data: When data can identify an individual, telematics data will only be processed for a maximum of 6 months. After this period, anonymised data will be processed.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as ‘the right to be forgotten’
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider

- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .