**Vehicle Tracking Policy**

[Company Name]

[Address, Company Number, etc]

|  |  |
| --- | --- |
| Issued | [Month, year] |
| Recheck | [Month, year] |

# **Introduction**

Global Positioning System (GPS) is a technology that receives location information about a vehicle. A telematics device records further behavioural information, such as speed and distance travelled, to build a greater understanding of how a vehicle is being used.

The purpose of this policy is to increase awareness and understanding of the organisation's use of GPS and telematics devices in its vehicles.

It also aims to clarify the rules and procedures in place and explain how the organisation uses this data.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

**Scope**

This policy applies to employees. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

**Use of tracking technology**

A GPS and telematics device is installed in all of the organisation's vehicles.

The tracking device [will be in constant use] or [will be used during business hours].

The type of technology used by the organisation captures:

* [vehicle location;]
* [speed;]
* [routes taken;]
* [distance covered;]
* [time spent driving;]
* [instances of hard breaking;] and
* [idle time.]

This list may be expanded in the future.

The organisation collects this data to:

* [ensure legal compliance;]
* [optimise operational efficiencies;]
* [reduce the risk of theft;]
* [help prevent accidents;]
* [comply with insurance requirements;]
* [ensure compliance with the Working Time Regulations 1998;]
* [improve customer experience;] and
* [enhance performance and productivity.]

Employees are responsible for ensuring that the telematics device is not damaged and for reporting any concerns to [their line manager].

Employees found to have tampered with the organisation's vehicle tracking devices will face disciplinary proceedings.

Any employee found to have breached this policy will be notified as soon as possible and given the opportunity to respond to any allegations in line with the organisation's disciplinary procedure.

**Collection and storage**

Data is collected and stored in line with the UK General Data Protection Regulation and will not be shared with third parties, except for insurance reasons or other legitimate business purposes.

For security, the devices are in different locations in each of the organisation's vehicles and data will be [consistently recorded and checked daily] or [specify frequency of recordings and checks].

Data will be kept only for insurance reasons or other legitimate business purposes, including [to assess key long-term efficiency of delivery and travel times].

It may also be necessary to retain data if it is being used as evidence in disciplinary proceedings. However, vehicle tracking data will normally be securely deleted after [number of days].

However, in the event that the police request information on an employee for the purposes of the prevention or detection of crime or the apprehension or prosecution of offenders, the organisation is required to supply it.

Workers have the right to make a subject access request if they wish to gain access to data stored in relation to them. If you want to make a request, please send the request to [email address.]

**Data protection**

The organisation has carried out a data protection impact assessment to determine the necessity and proportionality of tracking its vehicles and to reduce the risk of breaching employees' privacy.

The organisation aims for full transparency regarding its use of tracking devices. Any further queries about vehicle tracking should be directed at the [Data Protection Officer.]

**Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed [No. of years] after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**Definitions**

[Company Name] ("we", "us", "our")

The Employee ("you")