

THE USE OF LOCATING SYSTEMS IN VEHICLES AND DEVICES

FREQUENTLY ASKED QUESTIONS

Q1. What is a locating system?

Locating systems use Global Positioning Systems (GPS) and can be fitted to vehicles or devices such as handhelds, telephones or tablets. GPS makes it possible to identify the location of a vehicle, device and in turn an individual.

Q2. Why does the Council use locating systems?

The Council uses Locating Systems for the following reasons:

- **Health and Safety** – eg lone working or locating a vehicle/employee where they have become uncontactable.
- **Managing Service Performance** – monitor utilisation information and efficiency or measuring legislative compliance.
- **Resolving Complaints** – review factual information relating to a complaint from a service user/member of the public.

Q3. What else can the information recorded be used for?

In addition to what is detailed in Q2 above, the Council may also use the information for:

- Occasions when the Council requires to access information concerning a performance or conduct issue of an employee (not minor) as part of an investigation.
- As a tax requirement to demonstrate vehicles have not been used for personal purposes.

Q4. How do I know if the vehicle or device I use has a Locating System?

Where a Locating System is in operation, your line manager/service manager will ensure that you are informed of this and the scope and usage of the system(s) (including any major functional changes to the system).

If you are a new employee, you will be informed as part of the induction process.

If the locating system includes key fobs or tachographs, you will be made aware of this. Key fobs and tachographs provide links between GPS data and the personal information of an employee.

Q5. Who can access the information?

As locating systems differ, each Service will have different access requirements and reporting needs. Each Service will have local data management arrangements in place, including authorised users of the system. You can ask your line manager about this for your Service.

If information is required as part of an investigation concerning the performance or conduct of an employee, the Investigating Officer must have written authority from a 3rd Tier Officer or Head of Service or Director in order to access the information.

Where an issue or concern within the provisions of the policy is raised and a locating system has the recorded data that relates to the issue or concern, a proforma (Appendix 1 of the policy) must be completed by the relevant Officer requesting to access the data and the reasons why. This requires to be authorised by a 3rd Tier Officer or Head of Service or Director.

Q6. What if I have a concern about the way a locating system is being used?

Normally raise this with your line manager in the first instance. If you are not satisfied with the response, then you can raise a complaint through the grievance procedure.

Q7. Where can I access the Policy on locating systems?

The 'Use of Locating Systems in Vehicles and Devices Policy' is on the Zone under AskHR; Your Employment; Policies, procedures and Forms and is also available from line managers.