


LAMA Personal Data Form for Drivers


 18th February 2022

Please provide the following information which will be used for keeping in contact with you and, in the event of an unforeseen incident or accident, may be used to inform someone you nominate and shared with the emergency services:

Driver Name:
Driver Telephone Number:
Driver Mobile Phone Number: <input type="checkbox"/> <i>Please tick this box if you are a WhatsApp user</i>
Driver Email Address:
Driver Address and Postcode:
In Case of Emergency (ICE) Contact Name:
ICE Relationship to you:
ICE Address and Postcode:
ICE Telephone Number:
ICE Mobile Phone Number: <input type="checkbox"/> <i>Please tick this box if your ICE contact is a WhatsApp user</i>
ICE Email Address:

Date Provided	Date Reviewed			

LAMA Privacy Policy for Drivers

 18th February 2022

We will use your information as follows:

- Your data / contact details will be used for the purposes of arranging training, planning journeys, authorising prescription collections and dealing with incidents or accidents should they occur. They will also be used for contacting you in the event of trip changes or cancellation, and they will be included with each journey sheet as follows:
 - Your mobile number (if you have one) and your ICE name and number will provide the emergency services with essential information should there be an incident or accident during the trip.
 - In the event that the booking clerk or any other LAMA committee member is informed that you are not at the minibus at the appointed time, then they will try to contact you using the numbers you provide, otherwise they will contact your ICE number and, if necessary, arrangements will be made to recover your passengers.
- In order to comply with General Data Protection Regulations (GDPR 2018), LAMA needs your express permission to hold your name, address and telephone numbers. Before undertaking your first trip, you must complete, sign, date and return your LAMA Personal Data Form and Privacy Policy. You may have a copy of this on request.
- We will assume that your ICE contact agrees to you providing their information. We will treat your ICE contact information in the same way as we treat yours.
- All data will be stored on paper and may also be stored electronically. Your data may be shared with LAMA officers and drivers, the Lostwithiel Surgery and, if necessary, the emergency services.
- Please inform us in the event that your own and/or ICE contact details change. We will contact you to review all personal and ICE details annually as a matter of routine.
- Your data will be held by LAMA as long as you continue to drive the minibus. At the annual data review, if you have not driven the minibus in the previous 12 months your data will be destroyed.
- If you want to drive the minibus again at a later date we will ask you to provide your data again and a new record will be made.

When acting in an official capacity on behalf of LAMA, you must do all you can to protect any personal data that may be entrusted to you so as to prevent its unauthorised access or disclosure.

I agree to my data being held and used as described above and I will do all that I can to protect other people's personal data in an appropriate manner:

Signature:

Name Printed:

Date: