

Vehicle Tracking Policy

1. Introduction

Welshpool Town Council owns and operates a small fleet of vehicles and equipment to support its operational services. To promote safety, improve efficiency, and ensure effective resource deployment, certain vehicles may be fitted with GPS tracking and/or telematics devices.

This policy sets out how such tracking systems will be used, who may access the data, and how data is stored in line with applicable laws and guidance.

2. Legal Framework

The Council will ensure that the operation of tracking systems complies with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

The Council is committed to ensuring that personal data collected through telematics systems is used fairly, stored securely, and accessed only by authorised personnel for legitimate purposes.

3. Scope

This policy applies to all employees who operate council-owned vehicles fitted with tracking systems, including permanent, temporary, and agency staff. It also applies to any contractors, volunteers or third parties operating council vehicles on behalf of the authority.

For the purposes of this policy, a “tracking system” includes GPS devices, telematics systems, and any vehicle-mounted cameras that record data or footage.

4. Purpose of Tracking

Tracking systems are fitted to council vehicles for the following reasons:

- To enhance the safety of staff, vehicles, and the public
- To ensure legal compliance and monitor safe driving practices
- To detect unauthorised use of vehicles or equipment
- To provide evidence in case of incidents or disputes
- To support environmental targets through fuel efficiency
- To locate vehicles in case of theft or breakdown

5. Use of Data

Tracking data will be used to:

- Monitor start and finish times of operational activity
- Record vehicle location and routes taken
- Identify harsh driving behaviours such as sudden braking or speeding

- Investigate incidents, complaints, or near misses
- Support service delivery and contract monitoring

6. Access to Data

Data will only be accessed by authorised officers, the Town Clerk, or IT support staff with appropriate permissions.

Any data used in an investigation or disciplinary process will be shared with the employee concerned and their representative in line with the Council's Disciplinary Policy.

Data may also be shared externally in the following circumstances:

- Where required by law (e.g. insurance claims or police investigations)
- Where there is a serious health and safety concern
- Where the Council is under a legal obligation to do so

7. Data Storage and Retention

Tracking data will be stored securely and retained only for as long as is necessary for operational or legal purposes.

CCTV footage (where fitted) will normally be retained for 31 days unless required for a live investigation.

Any employee may make a subject access request to view data related to their use of a council vehicle by contacting the Town Clerk.

8. Employee Responsibilities

Employees must not tamper with, disable, or interfere with tracking systems installed in council vehicles. Any damage or malfunction of the equipment must be reported to a manager immediately. Any employee found to have deliberately interfered with or disabled a tracking device may be subject to disciplinary action in line with the Council's Disciplinary Policy.

9. Fair Use and Monitoring

Vehicle tracking systems will not be used to routinely monitor employee movements, but the data may be reviewed where there is a service need, complaint, health and safety concern, or credible allegation of misconduct.

Monitoring will be proportionate and only carried out by authorised staff.

10. Breaches of Policy

Any breach of this policy by staff may result in disciplinary action. Concerns regarding the misuse of tracking systems may be raised informally with a manager or formally through the Council's Grievance Procedure.

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