

## Driving Entitlement Consent Form

### 3 Year Mandate

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### DVLA Notes for Guidance

Please read the notes before filling in the form

1. This form should only be filled in to confirm an individual's entitlement to drive. It must be filled in and signed in all cases by the driver. Forms without a signature will not be accepted.
  2. If the details on your driving licence are not up to date, return it to us and tell us what changes are needed. It is a legal requirement that you tell us immediately of a change to your permanent address or name. You could be fined up to £1000 if you do not notify us of these changes.
  3. In some instances, the company requesting details of your driver record may be making the request on behalf of the company you have a relationship with.
  4. DVLA and Pinewood Technologies PLC has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA require the specific consent of the driver before releasing information. This information will only be released for the purpose of confirming entitlement to drive and will be held in accordance with the Data Protection Act 1998.
  5. If you wish to withdraw consent you may do this at any time under the Data Protection Act 1998. Check with your employer whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.
  6. If you leave your current employer or cease to drive in connection with the named company your consent becomes automatically invalid. If you are re-employed by the same company a new consent form will be required.
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### Warning

Failure to provide sufficient information about your company or the driver you are enquiring about, or failure to sign the declaration will result in your application being rejected. It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully obtain or disclose (or procure the disclosure of) personal data from Data Controllers without the data subject's consent. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5000 or by an unlimited fine in a Crown Court. Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

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### Contact Us

If you have any queries regarding Licence Link or the completion of this form please contact Pinewood Technologies PLC in the following ways:

- Phone **0121 717 7444**
- Email **administrator@licencelink.co.uk**

