

1. Security of Data

- Network Rail is committed to complying with the Data Protection Act 1998
- Network Rail is committed to complying with our Privacy and Data Protection Policy (NR/LS/POL/DPA02).
- No personal data is shared with a third party.
- Personal data is held by Network Rail HR Shared Services

2. Intrusiveness of data collection and monitoring of employees

- All Drivers will have access to only their personal driver data via the VTS portal
- Line Managers will only have access to their own individual VTS data (if an authorised driver themselves).
- Line Managers will not be able trawl another employees data collected from VTS

3. VTS data collation and usage should apply equally to all employees

- The proposal will apply to all employees.
- Personal issue vehicles will be fitted with VTS
- Hire cars will be included once finalised with a supplier

4. Network Rail should examine other control measures in order to improve road safety

We take road safety extremely seriously and are taking the following measures:

Journey Planning

- We encourage and support staff to avoid road driving by using:
- Avoid travel - Webex / phone conferences / Microsoft Lync
- Use the train – encourage meeting location convenient to stations
- We will identify and provide a journey planner
- We will use the driver handbook to make the planner available to staff
- We will make the planner available via the Road Fleet website

Fleet Safety

- Lease and Hire cars are NCAP5* rating

- LCVs – No LCV is NCAP rated
- We specify that LCVs have (this is just a selection from the spec):
- Driver and passenger air bags, head rests, seat belts
- Anti-lock brakes (ABS)
- Electrically operated and heated mirrors for visibility
- Reversing sensors and Vision Alert multi frequency reversing alarm
- Driver Training:
- Full list of driving training is available
- Training is available <https://www.nr-rs.co.uk/roadfleet/driving/driver-training/>

Fatigue

- The fatigue risk management standard will be introduced shortly
- There will be a bespoke training module for drivers in 2017.

5. How can the data be used by the police?

- The police must comply with the Data Protection Act
 - The Police Authorities therefore do not have access to the VTS system.
- Any requests for information must follow the existing formal request process
 - The process meets the requirements of the Data Protection Act.
 - The police do not need access to the VTS to issue a Notice of intended prosecution
 - The police do not access the VTS system to support a notice of prosecution
- The police may issue a notice of intended prosecution as soon as a speed limit is exceeded. There is no link to NR's VTS system

6. Will data and monitoring information be used in disciplinary processes?

- All drivers should comply with the speed limits
- 60 seconds is suitable for drivers to reduce their speed
- We agreed 'no consequences' for the first 4 weeks of using VTS, unless a driver exceeds the speed limit by more than 20mph

7. In an emergency the VTS system can enable a vehicle location to be identified. What is an emergency situation?

- Driver has failed to arrive at destination 30 minutes after expected.

And

- Vehicle occupants cannot be contacted by work phone
- Driver cannot be contacted by work phone (their phone should not be answered if driving)

And

- Staff cannot be raised on personal (non work) phones (if known)

Then the emergency number can be called to identify the location of the vehicle

An emergency is NOT

- Driver has failed to arrive at destination 30 minutes after expected with no other checks on staff availability.

or

- I thought the vehicle should be here by now....I'll just check the VTS

or

- Where is my member of staff..... I'll just check the VTS

Activation of the system

We discussed how the system would be rolled out across the Business:

- Roll out of VTS will be by geographical area
- The system will 'Go Live' for per Depot / DU when 90% of vehicles with in that Depot / DU have been fitted with the VTS

Use of the system

- Staff will be instructed and briefed on how the system operates
- Staff members will get a unique log on and a password
 - On first usage staff members will change the password to their password choice
- Vehicles can be moved around the depot without logging in
- Vehicles driven on the road MUST be logged into

- Logging on enables the electronic log book and pre-start vehicle safety checks to be undertaken. (Paper log books will be removed)
- Staff who forget to log on have 24hrs to rectify and record they drove that vehicle
- Failure to log in to the system will be treated as any process failure