

<Date>

<Title First Surname>

<Address>

<SUBURB> <NSW> <XXXX>

Dear <Mr/Ms/other Surname>

Before we can **<access and upload your driving record to / continue using your driving record in>** the Point to Point Transport Commission’s Driver Vehicle Dashboard (DVD), you will need to provide written consent confirming that you are eligible to be a driver under the point to point transport law.

Please provide the following information:

Details

Driver full name
Driver licence number
Date of Birth
Authorised Service Provider name
Authorised Service Provider address

Consent

I consent to the above Authorised Service Provider (ASP) **<entering my driver licence into the DVD / continue using my driver licence in the DVD>** for the purpose of confirming that I am an eligible driver under point to point transport law. I understand that the ASP will be able to check whether I have the relevant driver licence to provide passenger services and whether I have any disqualifying offences recorded against my name (criminal charges, serious driving offences and point to point safety offences).

Signature of Driver
Date

IMPORTANT INFORMATION

Background

The DVD is a part of the NSW Point to Point Commission Portal. It is a safety management tool to assist ASPs to meet the requirements of the new point to point legislation in ensuring their drivers are eligible to provide point to point transport services.

What information will the Authorised Service Provider obtain from a check?

Once you provide your consent, the ASP will be able to enter your surname, date of birth and driver licence number into the DVD. The DVD will then confirm whether or not you are an eligible driver and if you have any criminal, serious driving or point to point safety offences recorded against your name. If the DVD results show that an offence has been recorded, it does not detail what this offence is. These checks can be conducted as often as the ASP believes appropriate in order to meet their safety obligations under point to point transport law.

ASP’s Name

111 Address Line one, Suburb NSW Postcode | PO Box XXXXXX

Tel: XXXX XXXX | Web: www.XXXXX.XXXX | ABN 123456767

What happens if you don't consent?

It is voluntary to provide your consent to the disclosure of personal information requested in this form. However, without your consent, the ASP may not be able to verify whether you are eligible to be a passenger service driver under point to point transport law.

How long is consent valid?

Your consent will remain valid for 12 months but will end sooner if you cancel or cease employment with the ASP.

Cancelling consent

You may cancel your consent at any time by notifying the ASP in writing. After that, they will not be entitled to check your driver licence details and therefore, your eligibility as a driver.

Privacy notice

The ASP is collecting your personal information for the purpose of assessing your eligibility as a driver under point to point transport law. Your personal information includes your surname, date of birth, driver licence number, as well as any records of criminal offences, serious driving offences or point to point safety offences. It is voluntary to provide your consent for the ASP to access your personal information. However, if you do not consent, then this could affect the ASP's assessment of your eligibility to be a passenger service driver. The ASP will hold your personal information and not otherwise use or disclose it except as authorised by law. If you wish to access your personal information, please contact the ASP.

Privacy complaints

If you believe the ASP has obtained your driver licence information without your consent or has misused that information, then you should notify the ASP. If you are not satisfied with the outcome, you can raise the matter by contacting:

- Transport for NSW
privacy@transport.nsw.gov.au
- Office of the NSW Privacy Commissioner
www.ipc.nsw.gov.au/contact-us