

&lt;Date&gt;

&lt;Title First Surname&gt;

&lt;Address&gt;

&lt;SUBURB&gt; &lt;NSW&gt; &lt;XXXX&gt;

Dear &lt;Mr/Ms/other Surname&gt;

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 checking 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, whether I have any disqualifying offences and/or penalty notices recorded against my name, including criminal charges, serious driving offences, fare and refusal offences (including number of penalty notices, court attendance notices and allegations being considered for prosecution) and point to point safety offences.

Signature of Driver .....

Date .....

**IMPORTANT INFORMATION****Background**

The DVD is a part of the NSW Point to Point Transport Commission Portal. It is a safety management tool to assist ASPs to meet the requirements of point to point transport 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 provide information to the service provider about your eligibility, including if you have any criminal charges, serious driving offences, fare and refusal offences (including number of penalty notices, court attendance notices and allegations being considered for prosecution) and point to point safety offences. If the DVD results show that an offence has been recorded, it does not detail what this offence is. The DVD will also show the ASP whether you have been issued any penalty notices for fare and refusal offences. The DVD is updated within 24 hours of a penalty notice being issued by an authorised officer. 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.

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**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, fare and refusal offences (including number of penalty notices and court attendance notices issued for these 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 disclosure 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](mailto:privacy@transport.nsw.gov.au)
- Office of the NSW Privacy Commissioner  
[www.ipc.nsw.gov.au/contact-us](http://www.ipc.nsw.gov.au/contact-us)