



Make a new request for data sharing

This is an interactive application form to request data. It is for external customers only (such as other government departments, local authorities, and private companies).

You must fill it in for any new data sharing activity or any change to an existing data sharing process.

To help us deal with your request, please provide as much information as possible.

Introduction

DVLA has procedures in place to make sure that there are appropriate controls around any data that enters or leaves DVLA. Before data is released, DVLA will make sure that any data release is legal, necessary and proportionate for the purpose it is intended.

We must also be satisfied that the appropriate safeguards are in place for data security, collection, storage, transfer, retention and destruction.

All requests must meet DVLA's Data Sharing Strategy, which is published at:
www.gov.uk/government/publications/dvla-data-sharing-strategy

Guidance notes – please read these before you fill in this form

- Sections 1 to 9 are for internal DVLA use only.
- Please fill in the rest of the form fully so that we can consider your request. Incomplete forms will be returned.
- Completing this form does not guarantee your request will be approved.
- If you answer yes to two or more of the questions in Section 20, a DVLA Data Protection Impact Assessment (DPIA) will be needed. Data sharing cannot start until the DPIA has been approved and data sharing clearance confirmed.
- If costs are associated with your request, we will tell you about these separately.
- A data flow diagram should accompany the request.
- If your request is approved, our standard terms apply including DVLA being able to conduct any audit or review on the procedural, technical, system or security controls in place that relate to your use of our data.
- If your request is approved, we may contact you each year to provide an annual assurance that the request still meets the purpose of which it was approved.
- If your request for DVLA data is approved, data will not be transferred to you until a signed data sharing agreement, memorandum of understanding or commercial contract is in place.
- When you submit a request for DVLA data you are agreeing to the terms stated in these notes for guidance.
- DVLA reserves the right to withdraw approval at any time.



Please note – Sections 1 to 9 are for internal DVLA use only

1 Title of request

2 Reference numbers

Request number
CASP number

3 DVLA data sharing manager

Name
Contact details

4 Date of receipt

Date request received

5 Target date

Date requested
for data sharing
commencement

6 Sponsor of change

Who will be
responsible for leading
the project or activity if
approved?

7 Information asset owner

Name
Business area



8 Customer details

Name

Contact details

9 Customer type

(For example, OGD,
research, private,
company, etc)



Please note – Sections 10 to 21 are to be completed by requestor

10 Description and background to your request to share data

Please provide enough information to put this request into context.

Tell us:

the project or activity
aims and objectives

the benefits of the
data exchange or
release

what are the
implications of
not sharing the
information?

what type of data you
need? For example,
drivers, vehicles, both,
or other?

if this a one
off request

what key dates are
you working towards?
For example, do you
have a milestone
plan?



11 Your details

Please tell us the organisation type.

Organisation name (including trading names)	
What type of organisation is this? For example, other government department, service provider, research organisation, other (please specify)	
If we have any queries about this request to share data, who can we contact within this organisation? Name Email address Telephone number	

12 Charging for our data

HM Treasury rules require DVLA to recover costs when providing data sharing services.

Are you aware of the costs associated with your new request? Yes/No	
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13 Legality

We must make sure that all data sharing is lawful and in line with data protection principles.

Please provide:

the legislation that permits sharing this data

an example of any fair processing notice (if applicable)

14 Frequency of data sharing

How often and for how long do you want this data?

Will the data sharing be a one off exercise, weekly, monthly, annually, other (please specify)



15 Personal data

Personal data means personal information that can be used to identify an individual. It includes but is not limited to driver number, name, address, date of birth, photograph and driving entitlements. In some circumstances the vehicle registration mark (VRM) and vehicle identification number (VIN). Other categories of information include driving licence status, driving offences and medical information.

Please tell us if you are looking to send or receive personal data (this is also relevant for systems and services that hold or process personal data)

16 What specific data fields are required and why

How often and for how long you want this data?

For each data field required, please list and explain why this field is necessary



17 Existing arrangements

Are there any existing or ongoing data sharing activities between your company, Department for Transport (DfT) and DVLA?

If yes...

which service?

are you looking to add, remove or change data fields?
If yes, please explain

18 Proposed data sharing requirements

Please specify the volume of data you need or want, and for how long you need the data

When do you want data sharing to start?

19 Technical details

How do you propose to share data?
By CD, email, API, or other? (Please specify)

If the data will be transferred or accessed by a third party, how will this be done? (Please explain)



Will this data be linked with other data?
Please explain

Where will the data be stored?

How long will you hold the data for?
Please provide retention periods

How will you dispose of the data?

20 Data protection impact assessment (DPIA)

Please answer all questions in section 20. **This form will be returned if any questions are unanswered.**

Is the proposed data processing being conducted solely to prevent, detect, investigate or prosecute criminal offences?
Please provide details

How many living individuals are you collecting or processing data about?
Please provide details



Over what geographical area will the data be collected from for the processing or collection activity (for example, UK, England, Wales, certain postcode areas)?

Will your project carry out systematic processing to control, monitor or control data subjects in public (for example, ANPR, CCTV, GPS, etc)?

Will it include any of the sensitive data likely to give rise to privacy concerns? (For example, financial information, medical information, sexual orientation, political affiliation, membership of a union, religion, ethnicity or criminal record.)

Are you processing any individual's data to access or evaluate any of the following aspects: work performance; economic situation; health; personal preference; behaviour or movements?



<p>Will there be any automated decision making that could have legal or other significant effects on data subjects? If so, please describe</p>	
<p>Will any personal data be transferred or accessed from outside the European Union (EU) as part of solution, either by a DVLA supplier or third party? If so, please describe what data is being offshored, where, and by whom</p>	
<p>Is any new data processing technology being used? (For example, biometric scanning, voice recognition, collection of data from novel internet enabled devices)</p>	
<p>Is it likely that data about children or vulnerable adults may be processed by your project? If so, please describe</p>	



Will different data sets be matched or combined for this processing activity, either from any third parties or with existing data sets?

Will personal data be processed by your solution to assess eligibility to use a service or enter into a contract?
If so, please describe

21 What to do now

Send this form to **DVLAdatarequests@dvla.gov.uk** and put the title of your request in the subject field of your email. We will confirm receipt of your proposal as soon as possible and contact you if we need further information.

Buying a vehicle?
The tax is no longer transferable so you must tax it before you use it.
www.gov.uk/vehicletaxrules