

Driver Certificate of Professional Competence

What Do We Hold and Why

One of the Driver and Vehicle Standards Agency (DVSA) responsibilities is delivery of the Driver Certificate of Professional Competence (Driver CPC). This is a qualification for bus, coach and lorry drivers introduced by legislation across the EEA with the aim of improving road safety by maintaining high standards. Any professional driver must hold this qualification.

Our statutory powers are set out in

- The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 (as amended) (SI 2007/605)
- Directive 2003/59/EC of the European Parliament and of the Council of 15 July 2003 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers, amending Council Regulation (EEC) No 3820/85 and Council Directive 91/439/EEC and repealing Council Directive 76/914/EEC. Amended by Council Directives 2004/66/EC, 2006/103/EC, 2013/22/EU and Regulation 1137/2008.

Personal data processed as part of the issue of Driver CPC cards will be supplied by the training provider, DVLA or DVA. The personal data we hold on our recording and evidence database is as follows:

Purpose	Source of Information	Period records are kept	Personal Data Held
Administration and issuing of Driver CPC qualification cards. This system contains records of continual professional development of LGV and PCV drivers. DVA Northern Ireland does not have the ability to input training and will arrange a file transfer of data.	Training provider or DVA NI	11 years, which allows for 2 full 5 year cycles of CPC plus 1 extra year to cover those with dual coverage (PCV and LGV).	Driver number, email address (for ODE, UK licence holders only), training courses attended, CPC status, The following is provided by the training provider or from DVA for Northern Ireland licence holders. Test results, category, module, date, name, dob, unique id number, current and previous address, categories, valid to/ from, licence status.
Non UK drivers records of training. Regulations require all training	Training provider	11 years, which allows for 2 full 5 year cycles of	Non UK Drivers First name and surname, D/L number, DOB and country of licence issue

to be captured. Data is used to support manual applications for a Driver CPC card.		CPC plus 1 extra year to cover those with dual coverage (PCV and LGV).	along with training attendance.
Exchange of Driver CPC cards for drivers from other Member States. Occasionally we have queries from those states regarding their nationals, so a manual record of exchanges is kept in order to answer these queries.	Member states of the EU.	Records are deleted no later than 5 years after their initial capture.	Name, driver number and expiry of CPC entitlement.

Do You Share My Personal Data and Where is it Kept

All driver CPC data is held on our Recording and Evidence system (R & E)

Elements of the personal data for GB licence holders are shared with DVLA, e.g. to check that the person has an entitlement to undertake training for Driver CPC and issue the Driver CPC card.

Personal data we hold about Northern Ireland drivers is shared with DVA. Once the required number of hours have been recorded on the system, we send to DVA a qualification card trigger file which is forwarded from DVA to DVLA. The personal information contained within this file is name, licence format, reason code (initial qualification/ periodic training/ extension/ correction/ amendment/ replacement), card expiry, categories, driver licence number, valid to/ from.

UK licence holders can view their own records through Online Driver Enquiry <https://www.gov.uk/check-your-driver-cpc-periodic-training-hours> . They can also provide time limited access to third parties if they wish.

Details of training or confirmation of CPC status/DQC validity may be shared on request with competent authorities in other Member States.

Training centres can view financial and training records relating to drivers and (only) the courses the centre has uploaded.

There are some cases where we can pass on your information without telling you, for example to Law Enforcement Agencies and other Government Departments to

prevent or detect crime. In all cases we will act within the Data Protection Act and other applicable laws.

Data is held on DVSA servers currently hosted in the UK and as such meets security safeguards equivalent to those required by Data Protection Legislation.