

Driver and Vehicle Standards

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Growth, Housing and
Environment

**APPLICATION BY AN INDIVIDUAL FOR DISCLOSURE OF INFORMATION FROM
THE VEHICLE REGISTER**

1 - Your details

<i>First Name:</i>
<i>Surname:</i>
<i>Address:</i>
<i>Postcode:</i>
<i>Contact number:</i>

Note: you will need to provide proof of your identity **and** proof of your address with your application. If you do not provide these then we will not be able to deal with your application and will return it to you.

- Your Driving Licence or Passport.
- A gas, electricity, water or landline phone bill issued in the last three months, *or*
- A bank or building society statement issued in the last three months.
- In cases of alleged abandoned vehicles/parking without permission/trespass, photographic evidence is required.
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2 - Details of the vehicle you want information about:

<i>Vehicle Registration Number:</i>
<i>Make/Model/Description:</i>
<i>Colour:</i>

3 - What information do you want and why? (if your vehicle was also involved in the incident, please give us your vehicle registration number & make/model of your vehicle)

<i>Date of incident:</i>
<i>Location of incident:</i>
<i>Reason for request:</i>

Please continue on a separate sheet if necessary

4 - How are you going to use the information?

Please continue on a separate sheet if necessary

5 - Do you intend to process the information requested on any computer? YES / NO

If yes please supply your Data Protection registration number

6 Declaration

I **declare** that the information given is correct to the best of my knowledge. I will not use the information that I am given for any other purpose than that stated in section 4 above and I will not pass the information on to any third parties without DVS permission. I am aware that is an offence to unlawfully obtain personal data which is contrary to data protection laws. I am aware that I am legally obliged to handle and dispose of any information provided to me by DVS in line with the principles of data protection laws.

Full name: _____

Signature: _____

Date: _____

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.

We have collected your personal details (name; address, contact Details and signature) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

We will endeavour to keep your information accurate and up to date although we rely on you to inform us of any changes in accordance with the Motor Vehicle Registration (Jersey) Law 1993. We do not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. Third party suppliers share data outside the European Economic Area in accordance with standard contractual clauses issued by the European Commission. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at dataprotection2018@gov.je alternatively you can complain to the Information Commissioner by emailing enquiries@dataci.org.

A: Important information you should read before filling in the form

- We have a duty under the Data Protection (Jersey) Law 2018 to protect personal information.
Data can be provided to other parties where the law allows it. Article 19 of the Motor Vehicle Registration (General Provisions) (Jersey) Order 1993, provides for the release of information where a person shows reasonable cause.
- It is an offence to unlawfully obtain personal data which is contrary to data protection laws.
- We will carry out the necessary checks to make sure the information you have provided is correct.

Note: you will need to provide proof of your identity and proof of your address with your application. If you do not provide these then we will not be able to deal with your application and will return it to you.

- ***Your Driving Licence or Passport.***
- ***A gas, electricity, water or landline phone bill issued in the last three months, or***
- ***A bank or building society statement issued in the last three months.***
- ***In cases of alleged abandoned vehicles/parking without permission/trespass, photographic evidence is required.***

B: How to fill in the form

Section 1 – Your details

Give all the details asked for. Please remember to provide proof of your identity and proof of your address (see note in section A above). If you are making the request because of damage to a vehicle, you must be the registered owner of that vehicle, or have a written statement from the registered owner of that vehicle authorising you to make the request.

Section 2 – Details of the vehicle you want information about

Give as many details as possible, failure to do so may result in your request being denied and your application returned to you.

Section 3 – What information do you want and why?

Describe the situation that has led to you wanting the name and address of the registered owner of the vehicle in section 2, and how the vehicle was directly involved in the situation. You **MUST** provide the date of incident and location of incident. You can continue on a separate sheet if necessary.

Section 4 – How are you going to use the information?

To consider your request, we need as much detail as you are able to give about how you are going to use the information. You can continue on a separate sheet if necessary.

The information you ask for should only be requested if it is used in a fair and responsible way and for the purpose for which it is requested.

Any legitimate complaints that are received about information obtained unlawfully will be passed to the Information Commissioner or States of Jersey Police to consider prosecution.

Section 5 - Do you intend to process the information requested on any computer?

If you intend to process this information you must be notified with the Data Protection Commissioner and comply with the Data Protection (Jersey) Law 2018. Computer Processing of personal data while not notified is an offence and may result in prosecution.