



### **UL Wolves driver's policy and procedures**

- Daily check and Defect Book (small book found in vehicle folder) to be filled in each time you use the vehicle.
- Report any Defects to **Jana or Lisa** as soon as you notice it. Take pictures if necessary.
- If you cause any damage, report it to Jana/Lisa immediately. The Club or Society will then pay for the damage done. Not reporting it will result in suspension of vehicle usage.
- If you don't show up to collect the keys when you have a booking, or return the keys late with no notification to Jana or Lisa, your next booking will be cancelled.
- Individuals may be suspended from vehicle use for speeding violations, use of a mobile phone while driving, failure to refuel the vehicle upon return, or returning the vehicle in an unclean condition.
- Drivers are advised, and all occupants should be made aware, that vehicles may be equipped with **CCTV** cameras for the safety and protection of all users. For more information on how video images are captured and used, please see the Privacy Notice attached below.
- All C&S vehicles are equipped with **eFlow toll tags**. When a club or society uses a vehicle, any toll charges will be temporarily covered by the C&S card. However, these charges must be reimbursed to the C&S card within **one week**. Failure to pay will result in future vehicle bookings being cancelled until paid.
- All bookings are subject to cancellation if any of the policies are broken or if the vehicle needs to undergo work.

#### ***Checklist and defect book training completed by Nessans' School of Motoring?***

*Nessans' staff member:* \_\_\_\_\_

*Signed:* \_\_\_\_\_

*Date:*

#### ***Signed by Brendan Condon for completing the Rules and Regulations Workshop?***

*Signed:* \_\_\_\_\_

*Date:*

***I acknowledge that I have received a copy of, and understand the contents of (UL Wolves Vehicles) policy on the use of UL Wolves vehicles.***

*Signed (Driver):* \_\_\_\_\_

*Date:*

#### **Privacy Notice: CCTV Cameras in Student Life Vehicles**

Student Life vehicles are equipped with CCTV cameras for the protection and safety of all occupants. The cameras record both the interior and exterior of the vehicle.

**Purpose of Recording:**

- To enhance the safety and security of passengers and drivers.
- To provide evidence in case of incidents or emergencies.

**Data Collected:**

- Video footage of the vehicle's interior and exterior, which may include images of occupants.

**Legal Basis for Processing:**

- The processing of this data is based on our legitimate interest in ensuring safety and security, and for insurance purposes

**Data Retention:**

- Recorded footage will be retained for a maximum of **30 days** and will be deleted thereafter unless required for ongoing investigations.

**Access to Data:**

- Access to recorded footage is restricted to authorized personnel only. Footage may be shared with law enforcement if necessary for investigations.

**Your Rights:**

- You have the right to request access to the footage recorded during your time in the vehicle.
- For more information about your rights, please refer to our full privacy policy online at [Privacy Policy – Matrix iQ BOLT](#)

By using the vehicle, you consent to the recording of video footage as described above.