

## Telematics Privacy Statement

This privacy statement explains how the University of Otago Ōtākou Whakaihu Waka will collect, store, use, and share personal information about employees operating University-owned vehicles.

The University takes care to ensure that your personal information is managed in accordance with the Privacy Act 2020.

This privacy statement may be updated from time to time to reflect internal and external changes.

### Why the information is being collected

The decision to roll out a GPS/Telematics solution was made as an investment in the safety of our drivers and the sustainability of our fleet operations. With enhanced driver style reporting we can look to improve our drivers' safety as well as manage our fleet's efficiency and optimization. Location tracking will allow us to locate our drivers quickly in the event of an emergency and help us to build an overall picture of how our fleet is being used.

### How the information will be collected

Data will be collected via an in-car telematics 'black box', which will upload the collected data via a mobile network connection to a cloud-based platform managed by the University's fleet management partner, EROAD. The University will have access to this data through the platform.

- The unit will not be visible in the vehicle and will not impede the safe operation of the vehicle
- A sticker will be placed in every vehicle fitted at the driver's side window facing out that will advise drivers the vehicle is GPS monitored
- The University will protect the collected information with reasonable technical and process controls
- The University will do everything reasonably within its power to ensure that the third-party service provider also has reasonable security measures in place to protect the information in their cloud-based platform.

### Types of information collected

The types of personal information we will collect and store related to the operation of a University-owned vehicle include:

- Driver's name and email address
- Destinations, dates, distance and route travelled, and times the University-owned vehicle is operating
- Other events relating to the operation of the University-owned vehicle such as speed, harsh braking, acceleration and cornering, and long idling.

### Who can access the information and who it will be shared with

Access to the GPS/Telematics data will be restricted to key personnel only:

- EROAD

- University Fleet Manager
- Head of Quality, Performance and Ancillary Services

Reporting and/or notifications generated from the GPS/Telematics data will only be shared with:

- The Chief People Officer
- The Office of Risk, Assurance and Compliance
- Line managers

We will only use and share personal information where necessary to carry out the purposes for which we collected it, or as permitted under the Privacy Act 2020 (e.g., where a threat to health and safety exists).

### **Contact**

Please contact the University's Privacy Officer if you have any concerns about the collection, use, or disclosure of your personal information.

Registrar and Secretary to the Council

Email [registrar@otago.ac.nz](mailto:registrar@otago.ac.nz)

Tel +64 479 8899