

TORO consent form

Certain transport organisations are required by law to maintain a register of drivers in their employment. The register must include details about their licence, and must be available for inspection by the NZ Transport Agency (NZTA) and the New Zealand Police. The NZTA has built an online register system to assist transport organisations to meet their legal commitments and manage their fleets.

(Organisation name) (referred to below as 'we/us/our organisation') has elected to maintain its register by using the NZTA website toro.nzta.govt.nz (TORO). The purpose of this form is to advise you of the information that the NZTA will supply to us for the purpose of maintaining the register and of who will have access to that information, and to obtain your consent for the NZTA to allow us to have access to your driver licence number and other information that is not publicly available from the Driver Licence Register, via the website.

1 Release and use of personal information

- 1.1 We must sight your original driver licence and take a copy of that licence.
- 1.2 We will use your name, date of birth, the driver licence number and version number from your driver licence by entering those details into TORO.
- 1.3 Information will be generated from the driver licence number, version number, name and date of birth (including licence status, endorsements and classes of licence held and their status, licence conditions – including those related to medical conditions that affect your ability to drive and any active – but not past – suspensions or disqualifications). We will use that information and information from your driver licence to maintain the register of drivers in our organisation.
- 1.4 We will receive notification automatically from the NZTA, and will hold that information on our register, if any of the following changes to your licence occur:
 - the licence status changes (if the licence class or endorsement is expired, suspended, disqualified or revoked)
 - a Passenger endorsement is due to expire
 - any new medical conditions are added to the licence, or existing medical conditions are changed
 - a warning letter is issued because you have accrued 50 or more demerit points
 - a suspension letter is issued because you have accrued 100 or more demerit points.
- 1.5 You are not obliged by law to give us all the personal information that will be retained on TORO, and you are not obliged by law to consent to us obtaining that information from the NZTA. If you do not wish to provide your information for storage on TORO, please ask your manager for information about the alternatives (if any).

2 Who can access information about you and for what purposes

- 2.1 All information from your driver licence, as well as licence status, endorsements and classes of licence held and their status, licence conditions, demerit point information as specified in clause 1.4 and any active (but not past) suspensions or disqualifications will form part of the register maintained by our organisation and may be accessed and used by the following:
 - our organisation
 - the NZTA (whether or not you consent)
 - New Zealand Police (whether or not you consent).

See over

Signature of authorised signatory of organisation	Signature of driver licence holder

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- 2.1 Note that the information on TORO may be used by any of the above organisations for the following purposes:
- for use by our organisation to maintain our register of drivers and to seek driver information for our own business purposes
 - for use by the NZTA, including for auditing of our organisation and its licence holders to ensure compliance with legislation
 - for use by the NZTA and the New Zealand Police for ensuring compliance with legislation, and enforcement purposes in relation to our organisation and you.
- 2.2 For further information regarding TORO, please see the 'Terms of use' on the TORO website toro.nzta.govt.nz.

3 *Holding, correcting and updating*

- 3.1 Any personal information that you provide is collected and held by the NZTA on the Driver Licence Register, and on TORO, on behalf of our organisation. Under the Privacy Act 1993, you have rights of access to and correction of any readily retrievable personal information that the NZTA or our organisation holds about you. The NZTA offers the ability to correct or change the information collected at any time and as often as necessary. The NZTA is obliged by s.199 of the Land Transport Act 1998 to keep certain personal information from the Driver Licence Register available on inquiry to members of the public. Should you wish to exercise these rights, please contact the NZ Transport Agency, Private Bag 11777, Manawatu Mail Centre, Palmerston North 4442 (email info@nzta.govt.nz) or contact us.
- 3.2 If you have any queries regarding the information held about you on TORO, you may alternatively contact the Privacy Officer at the NZ Transport Agency, PO Box 5245, Dunedin 9058 (email privacy@nzta.govt.nz).
- 3.3 For information about the Privacy Act 1993, please visit the website of the Privacy Commissioner, www.privacy.org.nz.

By signing this form, you consent without amendment or qualification to all of the above.

Dated this _____ day of _____, 20 ____.

Name:

Driver licence number:

Licence version number:

Note: we must verify the original of the driver licence by sighting your licence and taking a copy.

Signature of driver licence holder:

Signature of authorised signatory of organisation:

Note: the original of this signed form will be held by us and a copy will be given to you.