



Trust Headquarters
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Date 2nd January 2020

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/19/11/40.

You requested the following information, please also see our response below:

Under foi I would like to request the following information all to do with e-expenses and validation of insurance but not vehicle tax which is required to have insurance.

1. How does SECAMB use staff personal vehicle insurance?

As per Agenda for Change (AFC) section 17.5 and 17.6 and the Trust Policy/Procedure on Driver Standards. The Trust must assure itself that anyone who drives in any capacity is aware of their legal responsibilities for car use.

2. How is this data stored

It is stored on the e-expenses system

3. How long is this data stored for?

Data will be stored for as long as staff are employed

4. Are SECAMB assured that the reason for wanting the data is accurate?

Yes, all processes follow advice from the DVLA

5. Are the trust directors happy that although we are potentially validating insurance we aren't checking if the insurance is relevant for the situation I.E. class 1 or class 2 business insurance.

Yes, the Trust directors have asked for these checks to be undertaken. The system will automatically check for the type of insurance an employee holds. If an employee states that they intend to claim business mileage, but they do not hold business mileage insurance, the system will flag this to the employee, who is responsible to ensure their vehicle is insured at the correct level and their insurance is consistent with the claims they will be submitting.

6. Are all individual member meetings going to be arranged at their local stations and not HQ if they are based in say Guildford for a stage 4 disciplinary as the member may be being encouraged to break the law by scheduling these meetings else where.

If a meeting is required, this will be held at the employees local OU unless the employee asks for it to be elsewhere.

7. Are the NEDS having to complete and upload their insurance details?

Yes

8. Are the NEDS insurance being checked that it is valid for what they are claiming.

Yes

9. What is the IG stance on the information being requested, how and fir the reason behind having the data as to whether or not it is viable in only having half the picture?

A full DPIA (Data Protection Impact Assessment), QIA (Quality Impact Assessment) and EIA (Equality Impact Assessment) have been completed for the Trust ID system. This is an established system which is used across 55 NHS Trusts and other central government organisations.

When the check is undertaken through the system, it automatically checks from the car registration number that the vehicle adheres to all the requirements required by the DVLA to ensure that vehicles are taxed, licensed and roadworthy to the appropriate level. Staff are legally required to meet the standards required by DVLA if they drive a vehicle.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust