**Introduction**

These Guidelines specify how driver and vehicle information and data from the NSW RMS “DRIVES” system is to be accessed, used and managed by Bega Valley Shire Council. Only Ranger staff are authorised to make applications for information from “DRIVES” and this information will only be requested when there are reasonable grounds to believe that a local government offence may have been committed.

Ranger staff accessing “DRIVES” information all have appropriate delegations under relevant legislation and are also required to sign internal staff agreements relating to the use of “DRIVES” and/or “DRIVES” information as well as internet and e-mail usage.

**Managing security**

Council will regulate the use of “DRIVES” and “DRIVES” information to prevent misuse or unauthorised disclosure through the following measures.

1. Only those Rangers with the appropriate delegations under relevant legislation and approved by the General Manager will have access to “DRIVES” and “DRIVES” information.

2. Access to “DRIVES” will be strictly limited to Rangers. It is only these officers that have a legitimate and immediate need for “DRIVES” information to facilitate the issue of infringements or instigate other bona fide law enforcement matters.

3. Each Ranger with access to “DRIVES” will maintain an access diary / logbook detailing date, time, reason and data received for every enquiry or record accessed. Records retrieved from “DRIVES” in error will be similarly recorded together with appropriate notations. Logbook entries will be checked and verified monthly by the Senior Ranger against supporting documents to ensure valid use of “DRIVES” data is maintained.

4. Allow Rangers within the Environmental Services Section to access “DRIVES” to expedite local government law enforcement action to “investigate an offence where there are reasonable grounds to believe that an offence may have been committed”.

5. Ensure complete and detailed records are maintained of employees who are current and past authorised users of “DRIVES”. Such reports will include the officer’s details, delegations, “DRIVES” access authority, restriction, start / finish dates, training undertaken, officer audit reports, and relevant comments. This information will be maintained in TRIM in Human Resources confidential classified files.

6. The Environmental Services Manager will monitor and take action when necessary to address any breach in these Guidelines or the RMS protocols. RMS will be notified immediately of any security issues or changes to internal requirements or access arrangements.

7. All employees involved in accessing or using “DRIVES” information are aware of their potential personal liabilities for penalties under the Privacy and Personal Information Protection Act 1998. All employees will receive a copy of the “DRIVES” guidelines and have signed an agreement that sets out all such
responsibilities and acknowledges their understanding of and their liability under the terms of the agreement.

8. Internet connection to “DRIVES” will be made from secure network computers protected by network confidential passwords and general system/network security controls.

9. Computers at authorised work stations will be locked or logged out of “DRIVES” to prevent unauthorised use when operator is absent.

10. Passwords will be kept secure and separate from user Ids.

11. “DRIVES” passwords will not be shared, used or accessed by any other person and no common user accounts or ID’s are supported at Council.

12. Council staff all sign agreements relating to Software and Hardware use that expressly prohibits any activity that may compromise the security and integrity of any Council system including “DRIVES”.

13. Any breach arrangements relating to the access to “DRIVES or the use of “DRIVES” information will be immediately reported to RMS Manager, Data Access and Integrity, Roads and Maritime Authority.

14. All “DRIVES” information recorded as notes associated with the investigation of local government law enforcement offences will be stored only as part of that record and only on TRIM. All such entries will be given the confidential / legal classification that can only be accessed by the staff undertaking the investigation or the Environmental Services Manager.