

FLEET OPERATOR CHECKLIST

DRIVER-MONITORING SYSTEMS AND THE NZ BIOMETRIC PROCESSING PRIVACY CODE

This is a check list for fleet operators who use (or are considering) driver-facing safety systems that analyse driver behaviour to detect fatigue and distraction

Start here (foundation)

- We have a Safe Driving Policy that covers fatigue and distraction and clearly states the purpose is safety (and what it will not be used for).
- We know who owns the policy and keeps it current.

Does this apply to us?

- Our system uses a driver-facing camera to analyse eyes/face/head movement, and/or labels fatigue/distraction, and/or creates event clips in a portal.

Before go-live / before expanding

- We have a short, practical Data Protection Impact Assessment (DPIA) (what it does, why it's needed, risks, controls).
- Access is tight: few viewers, and very few exporters/downloaders (trained and approved).
- We have a clear retention rule (how long clips/events are kept and how they're deleted), including rules for exported copies.
- Drivers have been told (plain English): what it does, why it's used, who can see it, and how long it's kept.

Day-to-day rules (prevents most problems)

- Keep clips in the portal unless there is a genuine reason to take them out.
- No emailing clips around or saving to personal/uncontrolled locations.
- No screen-sharing driver footage in meetings; avoid screenshots/screen recording; treat unauthorised capture as a potential breach.
- Human review stays in the loop before action is taken.

If something goes wrong (simple response)

- Raise → Contain → Preserve → Assess/notify.

Ongoing (so it stays safe)

- Access is reviewed regularly and updated when roles change or people leave.

We're here to help

If you want support, we can start by reviewing your Safe Driving Policy for best practice, then help with the DPIA, access rules, retention settings, and rollout approach.

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