

# Consent to access my information in the Transport Organisation Register Online (TORO)

Each person who gives consent to their company/organisation to access their information in TORO must complete this form (copy it as many times as you need or print more from [www.nzta.govt.nz/form-toro-consent](http://www.nzta.govt.nz/form-toro-consent)).

Please carefully read the information over the page about giving your consent before you sign this form.

## Driver licence holder's details

*You must fill in all fields  
in this section marked  
with an asterisk (\*).*

I,  \*(driver licence  
holder's name)

authorise

\*(company  
name)

to access my driver licence status using the Waka Kotahi NZ Transport Agency TORO service.

Driver licence number\*

Driver licence version number\*

Date of birth\*

## Period of consent

*Tick the box for option a)  
OR write your period of  
consent in option b).*

I give consent:

a)  for as long as I'm employed by or contracted to this company

**OR**

b)  (eg until 31 January 2021)

## Driver licence holder's signature

Signature

Date

## About TORO

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TORO is a free, safe, and secure website set up by Waka Kotahi. It gives transport service licence holders access to driver licence information for their drivers. This helps make sure they only have appropriately-licensed drivers driving their vehicles.

## How TORO works

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The transport operator (company) who employs or engages you must have applied to Waka Kotahi (and must have been approved) before they can access TORO.

If you give your consent, the transport operator's approved administrators will add you to their TORO operator list.

They can then access certain information about your driver licence, and can receive notifications from Waka Kotahi if something about your driver licence changes.

## Information that can be released through TORO

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If you sign this consent form, TORO will let the transport operator you work for (usually a staff member nominated as an approved administrator) see the:

- driver licence classes you hold (eg a class 4 licence to drive heavy trucks)
- driver licence endorsements you hold (eg a P endorsement to carry passengers)
- conditions on your driver licence (eg if you have to wear glasses or contact lenses while driving)
- status of your driver licence (eg current, expired, suspended, disqualified or revoked).

Waka Kotahi will also let the transport operator know by email:

- if your driver licence status changes
- when your P, V, I or O endorsements are due to expire (if applicable to you)
- if you have new conditions added to your driver licence
- if you have existing conditions that change
- if you get a warning because you have 50 active demerit points or more
- if you're wanted for a demerit point suspension because you have 100 active demerit points or more.

The transport operator can only access TORO if they've agreed to the TORO terms and conditions. Those terms and conditions include meeting the requirements in the Privacy Act 2020. If the transport service operator doesn't meet the terms and conditions, they could have their TORO access removed.

## Who can access your information in TORO

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Your information may be used by:

- the transport operator to:
  - keep their TORO operator list up to date
  - make sure they only have appropriately-licensed drivers driving their vehicles
- Waka Kotahi to:
  - check that the transport operator is meeting the TORO terms and conditions
  - do regulatory and enforcement checks (eg to check which driver licences are associated with a transport operator)
  - check that you/the transport operator are meeting the requirements of the law.

## Giving your consent

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You don't have to consent to a transport operator accessing your information in TORO or receiving status notifications when your information changes. However, the transport operator may require you to sign the consent form as part of your employment or engagement with them.

To get your information from TORO the transport operator must:

- have your written consent **before** they access your driver licence record
- keep a copy of that written consent
- give you a copy of that written consent if you ask for it
- give a copy of that written consent to Waka Kotahi if we ask for it for auditing purposes.

To give your consent, complete and sign the consent form.

## Ending your consent

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Your consent will last until the earliest of the following events:

- you end your consent
- the period of time you provided in your consent form ends
- your employment or engagement with the transport operator ends
- the transport operator no longer holds a valid transport service licence.

You can end your consent at any time, by:

- telling the transport operator you want to be removed from their TORO operator list (it's best to do this in writing), or
- contacting [toro@nzta.govt.nz](mailto:toro@nzta.govt.nz) and telling Waka Kotahi you'd like to be removed from the company's TORO operator list.

If you email [toro@nzta.govt.nz](mailto:toro@nzta.govt.nz) to end your consent, please tell us:

- your full name
- your date of birth
- your driver licence number
- the name of the transport operator you're employed or engaged by
- why you're ending your consent (eg you're no longer working for them anymore).

Please be aware that Waka Kotahi will contact the transport operator and let them know that you've asked to end your consent.

When your consent ends, the transport operator must:

- remove your information from their TORO operator list immediately, and
- stop enquiring on your driver licence in TORO.

Email [toro@nzta.govt.nz](mailto:toro@nzta.govt.nz) if you're concerned that a transport operator hasn't completed these actions after your consent has ended. We'll contact the transport operator to confirm if they've removed your information from their TORO operator list.

## Your privacy

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The transport operator or person using the TORO service must meet the requirements in the Privacy Act 2020. In particular, they must:

- only use the personal information they hold about you for the lawful reasons they collected it
- store your personal information securely
- let you access your personal information and correct it, if you request to.

If you have any questions or concerns about your privacy, contact the transport operator using the TORO service or find more information on the Privacy Commissioner's website at [www.privacy.org.nz](http://www.privacy.org.nz)

We won't disclose your personal information except as required or allowed by you or the law.

We're required by law to release some of your personal information if a member of the public asks for it. See sections 199 and 199A of the Land Transport Act 1998 at <http://www.legislation.govt.nz/act/public/1998/0110/latest/DLM433613.html>

Information that members of the public can ask for include:

- your name
- your driver licence expiry date
- your driver licence classes
- whether your driver licence has been revoked, suspended or surrendered.

If you have any questions about the information Waka Kotahi holds about you, please email [info@nzta.govt.nz](mailto:info@nzta.govt.nz)