



## Copying Driver's Licences for Test Drives

### *Privacy Concerns Addressed by Privacy Commissioner*

The B.C. Information and Privacy Commissioner recently issued a letter outlining expectations for dealers to comply with the *Personal Information Protection Act (PIPA)*. While the letter resulted from a consultation with the New Car Dealers Association on specific issues, the letter outlines how all dealerships should collect, use, retain, secure and destroy personal information.

The letter describes how to comply with *PIPA* by:

- Informing customers about the collection of their personal information
- Collecting only needed information
- Limiting electronic collection to needed information only
- Not collecting unneeded information, such as
  - a. weight, height and gender
  - b. picture
  - c. eye and hair colour
  - d. date of birth
  - e. personal health number
- Getting consent from customers for the use of their information
- Securing all personal information
- Destroying information that is no longer needed

The VSA recommends that dealers review their privacy practices to be sure they are consistent with those recommended in the [Privacy Commissioner letter](#). The Commissioner's letter notes that within the next few months, the Office of the Information and Privacy Commissioner (OIPC) will begin conducting spot checks at dealerships to make sure all policies and procedures are being followed.

#### VSA Course Is Consistent With Required Practices

Additionally, the OIPC reviewed and confirmed that the online [Continuing Education: Privacy for Salespeople](#) module is "consistent with the principles and practices" stated in the letter. The module is available for all licensed salespeople and also covers federal privacy and anti-spam legislation. The cost is \$85 and it can be completed in 90 minutes or less. It is recommended that the Dealer Principal or a senior manager at every dealership take the course to confirm that the dealership is in compliance.

**Note:** If taken early, credit for the course will be applied when it is required in the future

## - Reminder -

### Changing dealer ownership? *The dealer licence is not for sale*

While the business or a portion of the business can be sold, the *Motor Dealer Act* states that a motor dealer licence can't be transferred to new owners (another individual, partner or corporation). So what needs to be done? Depending on the type of ownership and the nature of the change, it may range from submitting a simple change of ownership to a new motor dealer application. Criminal record checks and other due diligence may also be required.

- **Change of ownership to a new legal entity:** A new dealer licence application is required. Please contact the Licensing Department for instructions.
- **Change of shareholders (if less than 50% of shares), officers or directors:** Submit [Form 3c](#). Each new shareholder, director or officer must also complete a Dealer Applicant Profile Form 1a.

If the VSA is not notified and the change of ownership is not properly documented, the dealership may be operating without a licence and will be in violation of the *Motor Dealer Act*. **Avoid liability and contact the Licensing Department** at 604-575-7253 before making any changes. Under the Act, the VSA must be notified within 14 days of any change.

**Location change only:** [Form 3a](#)  
**Dealership name only:** [Form 3b](#)

**Active Licences as of  
March 2, 2015**

Dealer 1,414  
Salesperson 7,148