

### **Approved Conditional Access (ACA) for Electronic Access**

Some companies have Approved Conditional Access (ACA) which allows them to request and receive data via a secure electronic link. These links are operated in the context of clear terms of agreement detailing when information may be requested, how it can be used and how it should be stored. Transactions are subject to audit and review.

All companies now seeking ACA status must first serve a six-month probationary period using manual enquiry forms. Any complaints are logged and closely monitored. On completion of a satisfactory probationary period an electronic link may be established. All companies or organisations that do not have a statutory regulator are required to be a current member of a DVLA Accredited Trade Association (ATA).

### **Associated Trade Associations (ATA)**

All ATAs must have an enforceable Code of Practice (COP) governing the conduct and business practices of their members. All ATAs have to:

- maintain records on all complaints and their resolutions
- monitor compliance, ensuring members act in accordance with the COP
- undertake to expel any member who fails to comply with the COP and notify DVLA with 24 hours of the suspension/expulsion of any member
- investigate at DVLA's request any complaints about alleged breach of the COP or inappropriate use of information and report on the outcome

Those ATAs who fail to enforce their COP will lose their accreditation and their members will forfeit their entitlement to request and receive DVLA data electronically. This requirement is being enforced consistently for all 'unregulated' bodies, regardless of the industry in which they operate.

Any organisation that wants to apply to become an ATA should write to Policy Casework and Advice, Zone 1/D16, DVLA Swansea SA6 7JL for the criteria for becoming an ATA.

All ATAs must publish their COP on their website and provide contact details for enquiries and complaints.

The DVLA has approved the following as ATAs.

**The British Parking Association (BPA)** - more information about their Approved Operators Scheme is published on their website at [www.britishparking.co.uk](http://www.britishparking.co.uk)

**The Association of British Investigators (ABI)** - more information is published on their website at [www.theabi.org.uk](http://www.theabi.org.uk)

**The Finance and Leasing Association (FLA)** - more information is published on their website at [www.fla.org.uk](http://www.fla.org.uk)

**The British Oil Security Syndicate Ltd (BOSS)** - more information is published on their website at [www.bossuk.org](http://www.bossuk.org)