

Taxi Licensing - privacy and your data

1. Who we are and what we do:

The Council is required to consider applications for private hire and hackney carriage driver, vehicle and operator licences.

The licensing team processes these applications and monitors licenses in order to ensure that:

- Licenses are held by fit and proper persons who can provide a safe and quality service to members of the public.
- Licensed vehicles meet the required safety and policy standards.

For additional information about your rights and when the Council will share data, this document should be read alongside the Council's [general privacy policy](#).

2. What information do we hold and use?

In order to apply for a Taxi License, you are required to submit certain personal details in order to help us ensure you are an appropriate person to hold a licence. We may also obtain some information from other sources in order to assist this purpose.

For drivers and operators, relevant personal data includes:

- Your name.
- Contact details.
- Address and address history.
- UK employment eligibility.
- Medical history.
- Driving licence, and eligibility to drive in the UK.
- Criminal history – convictions, cautions or other declarable factors.
- Licensing history, including refusals or revocations in other districts.

For vehicles, the Council will additionally make use of:

- Registered keeper details.
- Insurance details.
- Vehicle log book.

3. How do we obtain your personal information?

Much of the data used by the Council will be provided by applicants in application or renewal forms.

Additionally, supplementary data may need to be provided in the form of DBS or medical certificates, or other documents as required by our policy.

The Council may also obtain or receive information from the following partners:

- [National Anti-Fraud Network](#): This network is intended to help protect the public and public finances by sharing data that assists in the detection and prevention of fraud, deception or criminal behaviour.
- [National Register of Taxi and Private Hire Revocations and Refusals \(NR3\)](#): This register allows Councils to check whether applicants have had licences revoked or refused elsewhere in the country. This assists with verifying that all applicants are fit and proper people to hold licences.
- Border Force and HMRC: The Council may make checks with immigration authorities in order to verify right to reside and work in the UK.
- DVLA: The Council may make checks with the DVLA in order to verify the right to drive in the UK and check for endorsements.
- **Other Licensing Authorities where licences have previously been held (if applicable)**

4. What do we use this information for?

The Council has a legal responsibility to ensure that anyone who is granted or continues to hold a licence within the district is a fit and proper person to carry out that activity.

The data held by the Council is used solely for the purpose of conducting its statutory licensing functions.

5. On what basis do we use your data?

The Council has a legal obligation to administrate the licensing of private hire and hackney carriage drivers, operators and vehicles within the district.

This obligation is imposed by:

- Local Government (Miscellaneous Provisions) Act 1972
- Town and Police Clauses Act 1847 (as adopted)

Due to this, the Council will process your personal data on the basis of its [legal obligation](#) to comply with the above laws.

6. Who do we share your data with?

The Council will share data with external organisations in order to verify that applicants and licence-holders remain fit and proper people to hold licences, or in order to satisfy similar enquiries from other authorities. These include:

- [National Anti-Fraud Network](#): This network is intended to help protect the public and public finances by sharing data that assists in the detection and prevention of fraud, deception or criminal behaviour.
- [National Register of Taxi and Private Hire Revocations and Refusals \(NR3\)](#): This register allows Councils to check whether applicants have had licences revoked or refused elsewhere in the country. This assists with verifying that all applicants are fit and proper people to hold licences.
- DEFRA: New air quality legislation requires the Council to disclose data about licensed hackney carriage and private hire vehicles to DEFRA on a weekly basis.
- **Other Licensing Authorities who request information for your application with them (if applicable)**

The Council will also publish the names and license numbers of licensed drivers and operators on its public website. This is in order to allow members of the public to independently verify that drivers are currently licensed and official members of the trade.

A separate register will be maintained for licensed vehicles, providing their vehicle registration number, license number and wheelchair accessibility status.

7. How long do we store your data?

[Describe the retention period indicating how long the data will be held for. This should correspond with the [retention policy on the intranet](#). If this policy does not have an applicable entry for this data, please contact the Data Protection Officer to formulate a retention period have it amended into the policy].

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