

Taxi Licensing Privacy Notice

Our core data protection obligations and commitments are set out in the Council's Corporate Privacy Notice on our website at [Data Protection – Privacy Notice](#).

This notice provides additional privacy information for Individuals who engage with the Taxi Licensing Service

Purpose(s)

We collect and obtain your personal information for the following Purpose(s):

- For the purposes of assessing your application or continuing fitness to hold a licence;
- Verifying information about you or your vehicle during the period that your taxi, private hire or operator's licence is valid. This is to ensure continuing fitness to hold a licence;
- Being on a register for public inspection. This may include your name, badge/licence number, licence status, start/expiry date of the licence, vehicle make and model and Vehicle Registration Number (VRN)
- The prevention and detection of fraud as part of the National Fraud initiative. The Cabinet Office requires councils to participate in data matching exercises for this purpose;
- The prevention or detection of crime and/or the apprehension or prosecution of offenders;
- Creating aggregated, depersonalised (anonymisation) data and statistics which may be shared with external stakeholders who have a role in supporting taxi and private hire enforcement and compliance, or for carrying out research and analysis. Individuals cannot be identified using this data.

Categories of personal data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name;
- Address;
- Contact details (email address, telephone number(s));
- DVLA or overseas driving licence details;
- Taxi driver licence badge number;
- Full address of business premises (if applying to be an operator);
- Names and addresses of other directors (if applying to be an operator);
- Vehicle Registration Number (VRN) and Vehicle Identification Numbers (VIN);
- Insurance details.

Special category data

We may also collect special category of personal data that may include:

- Completed medical forms and any supporting medical information from General Practitioners or Specialists which may be of relevance to fitness to operate a vehicle;
- Details of traffic of other criminal offences;
- Outcomes of Disclosure and Barring Service (DBS) Checks.

We may collect some or all of the following information about you as a member of the public if you engage with a licensing process, such as by raising a complaint about a licensed driver or operator, or by making a representation or objection in relation to a licence application:

- Name;
- Address
- Contact details (email address, telephone number(s)).

Legal basis for processing

We collect and use your personal information because it is necessary to perform our public task under GDPR Article 6(1)(e).

We also collect special category under GDPR Article 9(2)(g) and if relevant personal data relating to criminal convictions and offences to perform our public task as required by law. This includes the application process for both Disclosure and Barring Service and DVLA checks.

The Council has a statutory duty to regulate the taxi and private hire trades under the following legislation:

- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847

This legislation covers the licensing of taxi and private hire drivers, taxi and private hire vehicles and private hire operators.

Where has your personal information come from?

Most of the personal information that we hold is provided by you in your licence application and the supporting documents you provided with it.

Private Hire operators provide us with details of all drivers and vehicles registered with them at specified intervals. They also provide details of customer complaints they have received which includes personal information about drivers as well as customers.

Taxi and private hire customers and members of the general public provide us with personal information about licensees when contacting us about the service they have received or where raising concerns.

Information from the police about criminal offences committed by taxi/private hire drivers or operators, is shared with the Council and used by the Council to refuse, suspend or revoke a taxi or private hire driver, operator or vehicle licence. The Council may inform the police of any decision to refuse, suspend or revoke a licence.

Who will we share your information with?

We may share personal information about you with the following organisations:

- Police
- Driver and Vehicle Licensing Agency (DVLA)
- Driver and Vehicle Standards Agency
- Home Office;
- Cabinet Office;
- National Fraud Initiative;
- NR3 National Register of Taxi Licence Revocations and Refusals
- Department for Work and Pensions;
- Department for Transport;
- Motor Insurer's Bureau;

- Other local Authorities;
- Other Government Departments;
- Other Services within the Council;
- Private Hire Operators;
- HM Courts and Tribunal Service (HMCTS);
- Other Council services;
- Third Party transport providers;
- Department of Education.

How long we will keep your data for and why?

We will only retain information for as long as it is required. A copy of the council's retention schedule is available on request.

Transferring data outside the European Economic Area

Your information is not processed outside of the European Economic Area.

Your rights

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

Data Protection Officer

If you have any questions or concerns about how we use your personal information, please contact the Data Protection Officer at information.governance@tameside.gov.uk or by calling 0161 342 8355.

Automated Decisions

No automated decisions are made throughout this process

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Data Protection page](#).