

Privacy Notice – Taxi Licensing

How the Council handles your information

Daventry District Council is committed to protecting the privacy and security of your personal information.

The Licensing Team are responsible for the processing of applications and payments for the following licences. They are also responsible for ensuring holders of these licences remain compliant with the relevant legislation, byelaws and licence conditions.

Private Hire: Operators, Vehicles and Drivers

Hackney Carriage: Vehicles and Drivers

The purpose of this licensing is to safeguard the fare paying, travelling public by ensuring that vehicles are safe, reliable and comfortable, operators are efficient and that drivers are 'fit and proper'.

To enable us to process applications and payments and ensure continued compliance with licences we collect, store and process personal and sensitive information about individuals and businesses.

To enable us to accept and investigate complaints or enquiries in relation to the above licences we will also collect, store and process personal information about individuals and businesses.

This information enables us to carry out the specific functions that we are responsible for in line with legislation.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the Council's Privacy Notice.

We collect Special Information

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. The relevant categories of this information are: racial or ethnic origin; genetic and bio-metric data; physical or mental health; criminal convictions and offences.

Purpose(s)

The main purposes for which we may process your personal information are: The processing of licensing applications; Licensing Hearings, which are private and confidential; the processing of payments in relation to licensing functions; to investigate relevant complaints or enquiries; to carry out pro-active enforcement activities to ensure compliance; to allow us to communicate and provide relevant information in relation to licensing changes; for the prevention and / or detection of fraud and / or crime; to keep a public register in relation to the licences which we have issued; to fulfil a legal obligation.

www.daventrydc.gov.uk

T: 01327 871100

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Categories of personal data

In order to carry out activities and obligations as Regulatory Services we may process personal information in relation to: personal contact details, such as names (including previous names), title, addresses, telephone numbers and personal email addresses; personal demographics including date of birth, gender; other contact details, such as names, addresses, telephone numbers and personal email addresses; other information, such as national insurance number, nationality, evidence of entitlement to work in the UK, payment information, driving licence number.

Special Categories: offences (including alleged offences), criminal proceedings / investigations, outcomes and sentences; medical Information (to comply with the DVLA Group 2 medical standards).

The legal bases we rely on for processing your personal information are: the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.

If we intend to use your information beyond our legal obligations or to exercise specific rights, we will seek your consent to process your information and full guidance will be provided.

Who does the Council share your data with?

We may share your information with: Police, Internal Council Departments, Licensing Committee, Other Local Authorities, Disclosure and Barring Service, DVLA, HM Revenue and Customs, Home Office, Insurance Companies, National Anti-Fraud Network via the National Register of Taxi Licence Revocations & Refusals (NR3), other organisations (where the disclosure is necessary for the purposes of the prevention and / or detection of crime).

We also collect or receive information from external parties such as: Members of the Public, Elected Members, Police, Internal Council Departments, other Local, Authorities, Disclosure and Barring Service, DVLA, Home Office, National Anti-Fraud Network via the National Register of Taxi Licence Revocations & Refusals (NR3).

How long does the Council keep your data?

We will only keep your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements. We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

How long does the National Anti-Fraud Network keep your data?

The National Register of Taxi Licence Revocations & Refusals (NR3) is hosted by the National Anti-Fraud Network (NAFN). All applicants will have their details checked against the register, and any relevant information taken into account in assessing the application. Where an application is refused, or where a licence is granted but subsequently revoked, this information will be entered into the register. Personal information entered into the National Register will be kept for a period of up to 25 years.

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What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Gillian Kennedy and you can contact her by email dataprotection@daventrydc.gov.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk.

For queries about the National Register, please contact the National Anti-Fraud Network (NAFN) by email general@nafn.gov.uk.

All information you provide is held in accordance with our Information Charter and in line with the UK Data Protection law and the General Data Protection Regulation. Our Information Charter can be viewed online here www.daventrydc.gov.uk/informationcharter.



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