# Privacy notice for taxi driver, operator and vehicle licences

## What this document is for

This privacy notice provides details on how Broadland District Council or South Norfolk Council, use your personal information for the purposes of licensing and enforcement of taxi drivers, operators and vehicles under the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976. By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council that you apply to is the ‘Data Controller’ for your personal data for the duration of your licence.

## Further details

We also provide the following details in our general privacy notice on our websites, which can be accessed via the links below

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and
* How to exercise them

[South Norfolk Council](https://www.south-norfolk.gov.uk/about-us/data-protection)

[Broadland District Council](https://www.broadland.gov.uk/downloads/download/528/data_protection_and_gdpr)

## What we use your information for

The Council will use your information to:

* Process applications, issue licences, remind licensees of renewals
* Investigate complaints
* Undertake enforcement action, where necessary
* Offer advice
* Provide information about updates to legislation and guidance

## What personal data we collect and use about you

**Taxi Driver (Hackney Carriage and Private Hire)**

We may collect the following personal information about you:

* Full name (including documented proof)
* Previous name, if applicable (including documented proof)
* Address, (including documented proof)
* Contact details, including telephone number(s) and email address
* Photographs
* Date and place of Birth (including documented proof)
* National Insurance Number (including documented proof)
* Medical fitness, history and circumstances
* Employment history, where relevant
* Qualification and assessment history relevant to the position
* Any recorded criminal history that relates to you (including details of current and/or previous criminal convictions, formal cautions, endorsements and previous and/or current criminal investigations)
* Any licensing history that may be relevant to you (such as details of licences held with other licensing authorities, the outcome of those applications, any formal or informal enforcement action taken and/or the outcome of any such action)
* Driving licence number, entitlements and if applicable, penalty points
* Your eligibility to remain and/or work in the UK (including documented proof)
* Evidence relating to enforcement actions which may include prosecutions and reviews, which may make reference to individuals (including personal data)

**Taxi Operator**

We may collect the following personal information about you:

* Full name, (including documented proof)
* Previous name, if applicable (including documented proof)
* Address (including documented proof)
* Contact details, including telephone number(s) and email address
* Employment history, where relevant
* Any recorded criminal history that relates to you (including details of current and/or previous criminal convictions, formal cautions, endorsements and previous and/or current criminal investigations)
* Any licensing history that may be relevant to you (such as details of licences held with other licensing authorities, the outcome of those applications, any formal or informal enforcement action taken and/or the outcome of any such action)
* Your eligibility to remain and/or work in the UK (including documented proof)
* Evidence relating to enforcement actions which may include prosecutions and reviews and may make reference to individuals (including personal data)

**Hackney Carriage & Private Hire Vehicle**

We may collect the following personal information about you:

* Full name (including documented proof)
* Address (including documented proof)
* Contact details, including telephone number(s) and email address
* Any licensing history that may be relevant to you (such as details of licences held with other licensing authorities, the outcome of those applications, any formal or informal enforcement action taken and/or the outcome of any such action)
* Vehicle details including proof of MOT, relevant insurance, V5 document, garage taxi test, retention document, where applicable
* Evidence relating to enforcement actions which may include prosecutions and reviews and may make reference to individuals (including personal data)

## Who provides this information

We receive most of this information from individuals themselves, but we may also obtain some of this data from the following agencies where relevant:

**Taxi Driver (Hackney Carriage and Private Hire)**

* Disclosure & Barring Service
* Home Office
* Norfolk County Council Passenger Transport
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Suffolk County Council Passenger Transport
* Suffolk County Council Multi-Agency Safeguarding Hub
* Suffolk County Council Local Authority Designated Officer
* Norfolk Constabulary
* Suffolk Constabulary
* Driver and Vehicle Licensing Agency
* Additional Licensing Authorities
* Medical professionals and practitioners
* Licensed operators
* Approved taxi testing garages
* Relevant bodies responsible for safeguarding training and certificates
* Relevant bodies responsible for driving standards assessment certificates

**Taxi Operator**

* Disclosure & Barring Service
* Home Office
* Norfolk County Council Passenger Transport
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Suffolk County Council Passenger Transport
* Suffolk County Council Multi-Agency Safeguarding Hub
* Suffolk County Council Local Authority Designated Officer
* Norfolk Constabulary
* Suffolk Constabulary
* Additional Licensing Authorities
* Licensed operators

**Hackney Carriage & Private Hire Vehicle**

* Norfolk County Council Passenger Transport
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Suffolk County Council Passenger Transport
* Suffolk County Council Multi-Agency Safeguarding Hub
* Suffolk County Council Local Authority Designated Officer
* Norfolk Constabulary
* Suffolk Constabulary
* Additional Licensing Authorities
* Licensed operators
* Vehicle insurance brokers
* Approved taxi testing garages

## How we share your information

We may share your information with the following bodies: -

**Taxi Driver (Hackney Carriage and Private Hire)**

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Disclosure & Barring Service
* Home Office
* Norfolk County Council Passenger Transport
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Suffolk County Council Passenger Transport
* Suffolk County Council Multi-Agency Safeguarding Hub
* Suffolk County Council Local Authority Designated Officer
* Norfolk Constabulary
* Suffolk Constabulary
* Driver and Vehicle Licensing Agency
* Additional Licensing Authorities
* Medical professionals and practitioners
* Licensed operators
* Cabinet Office (as part of the National Fraud Initiative)
* Her Majesty’s Revenue and Customs (HMRC)
* Relevant bodies responsible for safeguarding training and certificates
* Relevant bodies responsible for driving standards assessment certificates

**Taxi Operator**

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Disclosure & Barring Service
* Home Office
* Norfolk County Council Passenger Transport
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Suffolk County Council Passenger Transport
* Suffolk County Council Multi-Agency Safeguarding Hub
* Suffolk County Council Local Authority Designated Officer
* Norfolk Constabulary
* Suffolk Constabulary
* Additional Licensing Authorities
* Licensed operators
* HMRC

**Hackney Carriage & Private Hire Vehicle**

* Other officers within the Council
* Legal providers
* Councillors who sit on the Licensing Committee
* Publicly available as part of a register (see below)
* Norfolk County Council Passenger Transport
* Norfolk County Council Multi-Agency Safeguarding Hub
* Norfolk County Council Local Authority Designated Officer
* Suffolk County Council Passenger Transport
* Suffolk County Council Multi-Agency Safeguarding Hub
* Suffolk County Council Local Authority Designated Officer
* Norfolk Constabulary
* Suffolk Constabulary
* Additional Licensing Authorities
* Licensed operators
* Approved taxi testing garages
* HMRC
* DEFRA
* Department of Transport

**In some cases, such as for the prevention and detection of crime, we are legally obliged to share information with other agencies.**

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

**Right to work**

We are required to verify your right to work status of all new applicants. Where required we may make enquiries and verify information with the Home Office and the Department for Work and Pensions (DWP).

**Public Register**

Limited information as outlined below regarding licensees must be made available to the public as required by legislation. Such information will be provided via a public register or public access. Statutory public registers form a permanent record held by the Council.

**Taxi Driver (Hackney Carriage and Private Hire)**

* Full name

**Taxi Operator**

* Full name
* Address

**Hackney Carriage & Private Hire Vehicle**

* Full name
* Vehicle registration number

## How the law protects you and the legal basis for processing your information

We have legal grounds under the UK GDPR to process this information because it is necessary for the performance of a task carried out in the public interest and the task or function has a clear basis in law, as detailed elsewhere in this Notice.

Where it is necessary to process special categories of personal data, such as your birth details which reveal your racial or ethnic origin, safeguarding issues and your health details, these are processed under Article 9.2(g) where there is a substantial public interest to safeguard the fundamental rights and the interests of the data subject.

## How long will we keep your personal information for

The information you provide necessary for our statutory obligations will be held securely by us for a period of no longer than six years following the expiration of the licence

## How we keep your information

The information is stored electronically, on the Council’s network.

## Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in October 2021.