

PRIVACY NOTICE - TAXI LICENSING

The following information provides details on how we may collect, use and where appropriate share personal information in relation to taxi licensing matters in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

Why we collect your information	Hartlepool Borough Council will collect your personal information for the purposes of administering and enforcing the Council's taxi licensing roles and responsibilities.
What information do you collect about me?	We will collect, store and use the following categories of personal information about you: • Your name • Your address and contact details • Your nationality • Your date of birth • Your National Insurance number • Your DVLA licence number • Registration number of licensed vehicle (if appropriate) • Criminal history (This information is deleted once a decision to grant/refuse a licence has been made) • Complaints history
Will you collect more sensitive personal information about me?	We will collect information categorised as sensitive in order to carry out our legal obligations and in line with our data protection policy. This may include information such as: • ethnic origin • health When we collect special category data we rely on one of the following grounds:- • The data subject has given explicit consent to the processing of those personal data for one or more specified purposes • Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity We will only collect information about criminal convictions if it is appropriate. Where appropriate, we will collect information about

	criminal convictions as part of the application process. We will use information about criminal convictions and offences in the following ways: We are allowed to use your personal information in this way to carry out our legal obligations.	
How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with you or, on occasion, an agreed representative appointed by you.	
How will the Council use the information it collects about me?	Most commonly, we will use your personal information in the following circumstances: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Processing is necessary for compliance with a legal obligation to which the Controller is subject	
In what situations will you use my personal data?	Reason for processing	Basis
	We will use your personal data for: Making decisions about whether you are, or remain, a fit and proper person to be licensed as a taxi driver	Necessary for compliance with legal obligation / task carried out in the public interest
What if I don't want to provide the Council with my personal information?	Unfortunately if you do not provide the information as described above we will be unable to process your licence application	
Will you share my personal information with third parties?	As part of the licensing process for drivers, the Council requires sight of an applicant's criminal history. This is done by obtaining information from the Disclosure & Barring Service (DBS). As part of a licence application the Council will request information from the DBS and this is done through a third party organisation – NEREO (North East Region Employers Organisation). NEREO will assist in the processing of a DBS application but will not retain any personal information you provide. Once the DBS has completed processing your application, your criminal record will be sent directly to you (and not to the Council). You can then choose whether to share its contents with the Council but, if you choose not to, your licence application cannot progress. In accordance with the Council's Taxi Licensing Policy, the decision to refuse your application or revoke your licence will be entered onto the National Register of Taxi Licence Refusals and Revocations (NR3). The information entered onto NR3 will be limited to your: - name - date of birth - address and contact details - national insurance number	

	• driving licence number • decision taken (but not the reason for it) • date of decision • the date the decision took effect. This information will be processed and shared in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR), and is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority and is necessary for compliance with a legal obligation – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Recording this information on NR3 does not mean that you will be automatically prevented from securing a licence in future, but is intended simply to ensure that licensing authorities are able to access your full licensing history should you make further licence applications elsewhere. Information will be held on the register for 25 years. If during that time another authority requests further details relating to this decision because you have applied to it for a licence, we may provide our reasons for the refusal of this application, in accordance with our policy. You have various rights in relation to your data: the right to request access to your data; the right to rectification or erasure of your data; the right to restrict processing of your data, and the right to object to the processing of your data for this purpose. The authority will consider any such requests and respond within one month. If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at data.protection@hartlepool.gov.uk. This includes submitting a subject access request. You always have the right to make a complaint to the Information Commissioner's Office. In order to comply with its legal obligations, the Council will provide details of licensed vehicles to the Department for Environment, Food and Rural Affairs (DEFRA) to support the operation of charging Clean Air Zones by local authorities.
Which third parties process my personal information?	The following organisations may process information about you: • The Police • Other local authorities • Government departments such as HMRC, Border Agency etc
National Fraud Initiative	This authority/organisation is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering

	public funds, or where undertaking a public function, in order to prevent and detect fraud. The Cabinet Office is responsible for carrying out data matching exercises. Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out. We participate in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise, as detailed here. The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned under the Data Protection Act 1998. Data matching by the Cabinet Office is subject to a Code of Practice. View further information on the Cabinet Office's legal powers and the reasons why it matches particular information. Further information on data matching Telephone: 01429266522
How long will you keep my data	Most information about you will be retained for 6 years following the expiry of your licence unless your licence is either refused or revoked in which case information will be retained for 25 years, as detailed above.
Your rights in connection with personal information	Under certain circumstances, by law you have the right to: • have inaccurate or incomplete data we hold on you corrected • request the erasure of personal data we hold • object to processing • request the restriction of processing of your personal data • request the transfer of your personal data • Request access to your personal information

	If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing. For further information on your rights please visit: www.hartlepool.gov.uk/GDPR
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