

Privacy Policy – Taxi Licensing

This privacy notice explains how Dacorum Borough Council (the Data Controller) will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information

What information do we collect about you?

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- Name, Address and contact details.
- Date of Birth, National Insurance Number
- Medical Information
- Proof of your right to work and reside in the United Kingdom
- Personal Information of complainants
- Vehicle Registration

How will we use the information about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a Legal obligation under Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 (and associated regulations and amended legislation) to ensure that those we licence are fit and proper persons.) GDPR {Article 6(1) (e) – Public Task / Official Authority and Article 6(1) (a) - Consent

In this case we are collecting personal information so that we can;

- Ensure that those we license are fit and proper persons.
- refer your application or licence (in the case of a review) to the Council's licensing committees for determination.
- maintain a public register.
- National Anti-Fraud Network (NAFN) – we share information with NAFN as part of the national database of taxi and PHV driver licence refusals, suspensions and revocations.
- Vehicle Tests (MOT etc)
- Multimedia files – e.g. Dashcam Footage (in event of insurance claim).

Special Categories of Data

If you are providing us with special category personal information (such as details about your health) we will be processing this under GDPR Article 9(2) and Article 10.

- Medical Information
- Nationality (right to work etc)
- Driver licence information and history including penalty points, disqualifications and endorsements.
- Criminal conviction information and complete history (please note that the Rehabilitation of Offenders Act 1974 does not apply to the taxi trade, and no conviction is therefore ever considered to be spent)

Processing of Special Category Data is carried out under the following;

Article 6(1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 9(2) (b) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social security and social protection law.

Also

UK Data Protection Act Schedule 2 Part 1 (2) (1) (a)-(c), Local Government Act 1972 for the Protection of Public Funds, the prevention and detection of crime, apprehension and prosecution of offenders.

Sharing / Recipients

We may share the information with other recipients for the purposes of carrying out the functions (listed above)

We may share your information with;

- Police Forces / Enforcement Agencies
- Councillors who sit on licensing committees
- Internal Council Departments (including Alternative Service Delivery Vehicles such as ANSA) who requires access to your information for the purpose of administration, regulation and law enforcement. From time to time we may share your information.
- Her Majesties Revenues and Customs Office (HMRC)
- National Anti-Fraud Network (NAFN)
- Approved Testing Vehicle Testing Stations
- DBS – to check if you are eligible to hold a license.
- DVLA - to view your driving record, for example vehicles you can drive and/or to check your penalty points or disqualifications.
- Witness Statements (only in the event of an accident or an allegation is made against the driver)

How long will we keep this information?

We will destroy this personal information in accordance with our [Retention Policy](#). To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period that relates to your personal information, please contact foi@dacorum.gov.uk

Security and Location of Data

We will ensure that all personal information is kept securely on servers hosted in the United Kingdom or EU

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment which is continually monitored and tested.

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@dacorum.gov.uk in the first instance or visit <http://www.dacorum.gov.uk/home/open-data/personal-information>

Notification of changes

From time to time it will be necessary to update this Privacy Policy. This is to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.dacorum.gov.uk/home/cookies-policy>

Our Data Protection Policy

We have a General Data Protection Regulation (GDPR) Policy in place and this can be found [here](#):

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is the Information Security Manager (Legal Governance). You can contact them by emailing foi@dacorum.gov.uk or calling 01442 228538.

Policy Version

This Policy was last updated on 14/02/25.