

Hackney carriage or private hire vehicle licensing

Why we collect information about you?

We collect information to deal with:

- a vehicle licence for a hackney carriage or private hire vehicle application
- a change of vehicle licence for a hackney carriage or private hire vehicle application
- a transfer the ownership of a vehicle licence for a hackney carriage or private hire vehicle application
- a renewal licence for a hackney carriage or private hire vehicle application

The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We have power under the Town Police Clauses Act 1847 and Section 48 of the Local Government (Miscellaneous Provisions Act) 1976 to collect and use your personal information.

Subject to the provisions of this legislation, we may on the receipt of an application from the proprietor of a vehicle, grant a licence to use the vehicle as a private hire vehicle and may attach conditions to the grant of any such licence.

The processing is necessary for us to perform a task in the public interest and fulfil our legal obligations.

What information do we collect about you?

The types of data we process about people will depend on the contact that we have with them. An easy way to see what kind of information we process for a particular licence is to look at the application form.

Types of data that we process include: Name, address, contact details, previous vehicle licence details, vehicle details, insurance details, Criminal conviction information (DBS) checks and complete history.

Who do we share the information with?

We may share information with and get it from other organisations such as:

- other government departments, agencies, and public bodies for example, The Department for Environment Food and Rural Affairs (Defra)
- the police
- Mogo

We do this for a number of reasons, including to:

- check the accuracy of information
- prevent or detect crime
- for the production of the vehicle plates

Is any information transferred to or stored on servers based outside the European Economic Area?

Information is stored in the UK only.

Your personal data is stored on our IT infrastructure, it may be transferred and stored securely outside the UK.

How long do we keep your information?

We hold the information for the duration of the licence term and retain the information for 6 years from the date licence expires.

We aim to retain your personal information only if it is necessary for us to do so for the purposes for which we are using it and in line with our published records management and retention and disposal policy. In some circumstances we'll anonymise your personal information so that it can no longer be associated with you, in which case we will use such information without further notice to you.

Who do we collect information from?

We process data about: applicants, previous vehicle license holder, third parties

We sometimes need information about people other than the person who has applied for a license to work out if that person is eligible. For example, where a person makes an application for a transfer of vehicle ownership, we need information about the previous vehicle license holder.

What are the consequences if we do not collect the data?

We may not be able to process the application or provide other related services to you.

Are any decisions about you made by automatic means?

No automated decisions are made about you.
