

# Hackney Carriages & Private Hire Vehicle Licensing Privacy Notice

We have a statutory duty to regulate **hackney carriage and private hire licensing activities** in the District of Dover. We need to collect your personal information to carry out this function.

**Processing activity** - most of the personal information we hold about you is provided by you in your licence application(s) and supporting document(s). The information collected and held will vary and depend on the nature of the service. We will process personal information relating to:

- appeals against refusal of a licence;
- applications for and issue of hackney carriage vehicle licences;
- applications for and issue of joint hackney carriage and private hire driver licences;
- applications for and issue of private hire vehicle licences;
- applications for and issue of private hire operator licences;
- driver knowledge tests of local routes;
- general correspondence between you and us on matters related to the licensing service.

**Information requirements** - this information may include:

- Name
- Address
- DOB
- National Insurance Number
- Contact Information (home/telephone number/email address)
- your vehicle registration number, vehicle ownership checks (through the DVLA), vehicle make and model;
- contact we have had with you, such as any correspondence and penalty points;
- identification badge;
- image(s) of you;
- personal reference(s);
- health data;
- MOT test certificate(s);
- 'hire & reward' insurance policy(ies);
- record of fee payments (excluding debit/credit card details).

**Lawful bases** - our lawful bases for processing your personal information are:

- our legal obligation(s) under the Town and Police Clauses Act 1847
- our legal obligation(s) under the Local Government (Miscellaneous Provisions) Act 1976
- our legal obligation(s) under the Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

**Reasons for processing** - some of the information we collect is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences)

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a [Data Protection Policy](#) that sets out how this information will be processed.

### **National Register of Taxi Licence Revocations & Refusals (NR3)**

We use the National Register of Taxi Licence Revocations & Refusals upon a license application and check the register to see if there is any record of where a hackney carriage or PHV drivers' licence has been refused or revoked. We will also use the register to input information of any applications that we revoke or refuse.

We use the NR3 database to ensure the fitness and propriety of licence holders as part of the application process. We do this in accordance with the General Data Protection Regulations (GDPR) and human rights law.

We are registered with the National Anti-Fraud Network (NAFN), who the LGA commissioned to develop and host the register.

We are transferring all of the existing, relevant data that we hold into the database. This information will be held in accordance with NAFN's retention policy, this is for a period of 25 years.

When we revoke a licence, or refuse an application for a license, the information will be recorded on the NR3 register. The information recorded will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

We will also search the register when we process new applications or renewals. If we find a match of the applicant on the NR3 register, we may contact the licensing authority that recorded the entry to seek more information, which, if shared, will then be used to help reach a decision on the application.

All information on the register will be processed securely and confidentially in compliance with data protection legislation. Please refer to our corporate notice referenced at the bottom of this page for further information.

**Data sharing** - we are required by law to disclose:

- to the Cabinet Office, information about licensed drivers (as part of the [National Fraud Initiative](#));
- to the [Department for Environment, Food and Rural Affairs](#) (Defra), registration marks of vehicles, date from which licences have effect, date on which licences are due to expire, whether vehicles are taxis or private hire vehicles and such other information we hold for the purposes of ensuring the accurate identification of vehicles (pursuant to the Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019), to enable Defra to create a database to support the operation of charging clean air zones by local authorities or other air quality plans.

We may receive from and share your information with a number of other organisations as part of the licensing process for example the police, DVLA, Home Office and DWP to aid with the detection and prevention of criminal acts.

We use **gov.uk** for driving licence verification checks via the DVLA. We may also rely on a number of **exemptions**, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018. Please refer to the [Kent and Medway Information Agreement](#) for further details on our sharing arrangements.

Some limited information such as licensee names and associated badge or licence numbers, together with the status and expiry dates of those licences **may be made publicly available**, in accordance with the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976, as applicable. We will never publish your home address online, or in a publicly available register which is held at our offices for inspection.

**Retention period** - we keep your personal information for the minimum period necessary. All information will be held securely and disposed of confidentially. Please view our retention schedule for further details.

**Right to object** – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on ‘grounds relating to your particular situation’. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

**Changes to this Privacy Notice** – we review this Privacy Notice regularly and will place updates on our website. Please refer to our [Corporate Privacy Notice](#) for further details of how we process your personal information and your rights.