

Privacy Notice (How we use your information)

Licensing Service

(Private Hire / Hackney Carriage Licences)

Category of Licence Covered

This privacy notice covers the following licence types only: -

- Private Hire / Hackney Carriage Drivers (Dual Licence)
- Private Hire Vehicles
- Private Hire Operators
- Hackney carriage Proprietors

For other licence types please visit the following web page –

<http://www.kirklees.gov.uk/licensing>

The categories of information that we collect, process, hold and share include:

- Personal information
 - name,
 - date of birth,
 - address,
 - National Insurance Number
 - Telephones numbers
 - Email address
 - Driving licence number (inc expiry date)
 - Medical information
 - Information relating to complaints
 - Immigration status
- Characteristics
 - Nationality
- Convictions
 - Information relating to unspent convictions
 - Information relating to spent convictions (private hire / hackney carriage drivers only)
- Information relating your business
 - Business name
 - Business address
 - Business telephone number(s)
 - Business email address
 - Where the business is a partnership, information about your partner(s)
 - Rateable value
 - Companies house number
- Information relating to your vehicle
 - Registration number

- Make, model and colour
- Purchase information
- Logbook (V5)
- Insurance details

Why we collect and hold this information

We use this personal data in order to:

- Enable us to carry out the Council's duties as the Licensing Authority.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(e) in that, the processing of your information is necessary for the licensing service to perform its official lawful functions.

We collect and process 'special category' information under Article 9(2)(g) and 'criminal conviction' information under Article 10, the processing of this information is necessary for reasons of substantial public interest, and that the collecting of this information is proportionate to the aim pursued with that aim being the protection of the public.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary.

Private Hire / Hackney Carriage Drivers

We will hold the information about you securely and for an indefinite period for safeguarding purposes. The need to hold your information for an indefinite period will be reviewed every six-years.

Other Private Hire / Hackney Carriage Licences

We will hold the information about you for six years for safeguarding purposes and in case of any legal claims and / or complaints.

Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council
 - Benefit Fraud Team
 - Kirklees Safeguarding Board
 - Public Protection Service
- National government department
 - Department for Work and Pensions

- Home Office
- Her Majesty's Revenues and Customs (HMRC)
- Driver Vehicle and Services Agency
- Department for Transport
- Cabinet Office
- Other partners
 - West Yorkshire Police
 - Other Police Forces
 - Other Local Authorities

Why we share this information

The licensing service share your information with the above-mentioned services and partners for the purpose of preventing and detecting fraud, prevention and detection of crime and the protection of public funds.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

Further information about data matching exercises with the Cabinet Office can be found at <https://www.kirklees.gov.uk/beta/information-and-data/pdf/data-matching-statement.pdf>

If you would like further information about this privacy notice, please contact:

Licensing
01484 456868
licensing@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.