



Taxi Licensing Privacy Notice

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This Privacy Notice was last updated in September 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Taxi Licensing Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/taxi-licensing-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for **Taxi Licensing**.

The Licensing Team are responsible for the processing of applications and payments for the following licences. They are also responsible for ensuring holders of these licences remain compliant with the relevant legislation, byelaws and licence conditions.

- Private Hire: operators, vehicles and drivers
- Hackney Carriage: vehicles and drivers

The purpose of this licensing is to safeguard the fare paying, travelling public by ensuring that vehicles are safe, reliable and comfortable, operators are efficient and that drivers are considered 'fit and proper'.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as Regulatory Services we may process personal information such as:

- Name
- Title
- Address
- Telephone number
- Personal email address
- Date of birth
- Gender
- Other information, such as national insurance number, nationality, evidence of entitlement to work in the UK, payment information, driving licence number.

Please note that this is not an exhaustive list.

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Offences (including alleged offences), criminal proceedings / investigations, outcomes and sentences
- Medical Information (to comply with the DVLA Group 2 medical standards).



3. HOW WE USE PERSONAL INFORMATION

The main purposes for which we may process your personal information are:

- The processing of licensing applications
- The processing of payments in relation to licensing functions
- To investigate relevant complaints or enquiries
- To carry out pro-active enforcement activities to ensure compliance
- To allow us to communicate and provide relevant information in relation to licensing changes
- For the prevention and/or detection of fraud and / or crime
- To keep a public register in relation to the licences which we have issued
- To fulfil a legal obligation

4. LEGAL BASIS FOR PROCESSING

- Legal obligation
- Public task in the public interest

If we intend to use your information beyond legal obligations or to exercise specific rights. We will seek your consent to process your information and full guidance will be provided.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's Primary Privacy Notice, we may share your information with:

- Greater Manchester Police and other UK Police Forces
- Internal Council Departments
- Regulation Committee
- Other Local Authorities
- Disclosure and Barring Service (DBS)
- DVLA
- Department for Work and Pensions
- HM Revenue and Customs
- Home Office
- Insurance Companies
- Other Organisations (where the disclosure is necessary for the purposes of the prevention and / or detection of crime)
- NAFN (NR3 Database)
- Other Government Agencies (with statutory right of access)

Please note that this is not an exhaustive list.

The Council as a Licensing Authority is also required by law to share licence holder data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans. We also collect or receive information from external parties such as:



- Members of the Public
- Elected Members
- Greater Manchester Police
- Internal Council Departments
- Other Local Authorities
- Disclosure and Barring Service (DBS)
- DVLA
- Home Office

Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).