

Privacy Policy – 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?

- Name, Address, DOB, NI Number and contact details, proof of EU Citizenship
- Names of next of kin
- Immigration Status
- Relevant Qualifications
- Drivers License details
- Financial Information
- Vehicle Registration Mark (vehicles licensed as a taxi or private hire vehicle)
- Vehicle License Details (vehicles licensed as a taxi or private hire vehicle)
- License Plate Number (vehicles licensed as a taxi or private hire vehicle)
- Wheelchair Accessibility (vehicles licensed as a taxi or private hire vehicle)

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 {GDPR Article 6(1)(c)} "processing is necessary for compliance with a legal obligation to which the Council is subject" under the Air Quality (Taxi and Private Hire Vehicles Database) (England and Wales) Regulations 2019 (SI 2019 No. 885), Licensing Act 2003, Local Government Miscellaneous Provisions Act 1976, Local Government Miscellaneous Provisions Act 1982, Gambling Act 2005, Animal Welfare Act 2006, Highways Act 1980, House to House Collections Act 1939, Charities Act 2011, Police & Factories (Miscellaneous Provisions) Act 1916, Town Police Clauses Act 1847, Town Police Clauses Act 1889 and the Zoo Licensing Act 1981. The Council also has an obligation under GDPR Article 6 (1) (a) "Data subject has given consent to processing". In this case, we are collecting personal information so that we can;

- Fulfil a statutory obligation (e.g. Keeping of Registers, reporting to Government)
- Administer and maintain the regulatory, licensing and enforcement functions
- Protect or improve public health
- Prevent and detect crime
- Protect children from harm
- Service Improvement and Planning
- Ensuring Clean Air Zone (CAZ) charges are being applied correctly (vehicles licensed as a taxi or private hire vehicle)

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 Article. 9(2) and Article 10.

- Criminal History
- Medical History
- Drug, Alcohol Information

Processing of Special Category Data is carried out specifically 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) (a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data 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.

Article 10 - Processing of personal data relating to criminal convictions, disqualifications and offences under the Rehabilitation of Offenders Act 1974

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
- Fire Service
- Government Departments (HMRC, Home Office, Immigration Office, Trading Standards etc.)
- Local Safeguarding Board
- Herts County Council (Health Agencies)
- DEFRA (vehicles licensed as a taxi or private hire vehicle)
- Other Local Authorities.
- Internal Council Departments including Anti-Social behaviour teams and Committees.
- General Public (through public registers)
- Members of Dacorum Borough Council

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 of time 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.

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 that is continually monitored and tested.

Accuracy of Personal Data (Article 5(1) (d))

“Personal data must be accurate and, where necessary kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.”

You have a right to request information about you be corrected. Please contact the Licensing Department on licensing@dacorum.gov.uk , who will validate the information and update the information in our systems accordingly.

For tenants that submit a housing repair form – the Council will periodically check the contact details you have provided to ensure that the contact details we have for you are correct and match on your tenancy record.

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>

You may have a right to request erasure of Special Category information (where the lawful basis is consent (information has been freely provided by you in support of an application), and the council do not have a legal obligation to process this information. The Council will consult with the relevant agency; i.e. Police, Health Organisations, Trusts, County Council, Safeguarding Teams, to validate your request prior to consideration of the request to remove.

You have a right to request erasure, rectification or restriction where you have provided the Council information under on the lawful basis of consent (Article 6(1) (a)). You may also withdraw your consent to the Council processing the information you have provided to us under this lawful basis. Please contact foi@dacorum.gov.uk in the first instance.

Notification of changes

From time to time, it will be necessary to update this Privacy Policy. This is in order 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 Team Leader (Legal Governance). You can contact them by emailing foi@dacorum.gov.uk or calling 01442 228538.