Service Name: Trading Standards and Licensing

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

This notice provides additional privacy information for: Taxi Licensing

Purpose(s)
We collect your personal information for the following purpose(s):
- To process applications for taxi licences
- To ensure the city has a safe and secure private hire and hackney carriage service

Categories of personal data
In order to carry out these purposes we process the following categories of personal data:
- Name, address and contact details
- Date of birth
- Medical information relevant to the application
- Driver licence information and history
- Criminal conviction information and complete history (no conviction is ever considered to be spent when applying for a taxi licence)
- Proof of your right to work and reside in the United Kingdom
- Certificate of Good Conduct from any other Countries

Legal basis for processing
The legal basis for processing your personal information: Consent & Legal Obligation

We have a statutory duty under the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 (and associated regulations and amended legislation) to ensure that those we licence are fit and proper persons.

Applicants also give their consent as part of the online process.

Information sharing/recipients
We receive and share personal information about you with the following organisations:
- The Driver and Vehicle Licensing Agency to view your driving record, for example vehicles you can drive and/or to check your penalty points or disqualifications.
- Other licensing authorities whom you may have held a licence with
- Medical professionals and practitioners responsible for certifying your fitness to hold a licence
- Licensed operators
- The Disclosure and Barring Service – to check eligibility to hold a licence
- Greater Manchester Police and Other Police Forces/Enforcement Agencies
- Councillors who sit on the Council’s licensing committees.
- Publicly available – we are required to hold some of your data in Public Registers.
• Internal Council Departments who require access to your information for the purpose of administration, regulation and law enforcement.

• Cabinet Office (as part of the National Fraud Initiative). We have a legal duty to submit information to the Government as part of the National Fraud Initiative (NFI).

• HM Revenue & Customs - we have a statutory duty under schedule 23 of the Finance Act 2011 to submit returns to the HMRC.

• National Anti-Fraud Network (NAFN) – we share information with NAFN as part of the national database of taxi and PHV driver licence refusals, suspensions and revocations.

• Department for Transport – we will share some information with the DFT for statistical purposes. This would not normally include personal data

• Department for Environment, Food & Rural Affairs – we share vehicle information with DEFRA as required by The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019.

• Approved Vehicle Testing Stations. The Council shares personal information with garages that carry out vehicle tests. This includes full names and vehicle details (for example the vehicle registration mark).

Data Transfers beyond European Economic Area (EEA)

The data processed by Salford City Council is held in the UK

Automated Decisions

No automated decisions are made - all decisions involve human intervention

Data retention/criteria

• Licence application data and licence data is kept for 6 years after refusal or cessation

• Information received as part of an enforcement investigation is kept for a minimum of 6 years or as long as may be necessary to inform a decision to protect the public

• Information held on the NR3 database will be held for a period of 25 years

Your rights

Information about exercising your rights can be found on the council’s website Exercising Your Rights

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation