

Last updated: 27 June 2018

Privacy Notice for Taxi Licensing

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858

Our Data Protection Officer is Mr Andy Barton. He can be contacted on jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

We can hold the following information:

- Details such as name, address, date of birth, email address and telephone numbers.
- National Insurance number.
- Driving licence information.
- Proof of identity e.g. passport, driving license or utility bill.
- Information about your right to work in the United Kingdom.
- The type of licence you are applying for.
- If you have completed a Disclosure Barring Service (DBS) check.
- If you have ever had any criminal convictions, cautions or fixed penalty notices recorded against you*.
- If you have ever been refused or a disqualified licence or had a licence suspended or revoked by the Department of Vehicle Licensing Agency (DVLA) or another licensing authority.
- Medical information.
- Photo image.
- Any other information which may be relevant to your application or the grant or continuance of a licence.
- Vehicle details.

* this information is called special information and we have given you more information about why we can use it below.

Why are we using your information?

We need your information so that we can:

- Administer the Taxi Licensing service.
- Process applications.
- Undertake enforcement activity.

We can use your information because:

- We need to comply with the law.
- We need it to provide you with a service as a local authority.

We need to use your special information (please see the Council's main [Privacy Notice page](#) for details) or information about criminal convictions and we can use it for reasons of substantial public interest which are:

- We need it to carry out our duties for taxi licencing under the law.
- We need it to prevent or detect a crime or unlawful behaviour or fraud.
- We need it to protect the public against dishonest or improper conduct.
- We need it to safeguard children or individuals at risk.

If you do not give us your information it might affect your application and the decision we make and we may not be able to process your application at all.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

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We may share your information with

We may share information provided with other bodies responsible for regulatory functions, safeguarding the public or the prevention and detection of fraud or crime or when we are required to share by law, these include:

- Thames Valley Police and other police forces.
- Driver and Vehicle Standards Agency (aka VOSA or DVSA)
- Other government authorities/agencies
- Other taxi licencing authorities
- Chiltern Railways
- Disclosure and Barring Service (DBS)
- Department for Transport
- Driver and Vehicle Licensing Agency (DVLA)
- Home Office
- Department for Work and Pensions

Automated Decision Making

We do not carry out any automated decision making.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main [Privacy Notice page](#).

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email jbinning@aylesburyvaldc.gov.uk or telephone 01296 585495, or use the following [web page](#).