

# Licensing Applications – Driver, Vehicle Applications, Refused Applicants and Operators Applications.

Licensing applications received by Oadby and Wigston Borough Council will grant licences (if applicable) to drivers and vehicles, permitting them to safely drive member of the public. The process of a driver or vehicle application and the information that is required is determined by the:

- Town Police Causes Act- Only required for; Driver Application (new and renewal), rejected/refused application and operations applications.
- Statuary Requirement 1847 – Only required for; Vehicle Application Hackney/ private hire and operators application.
- Immigration Act 2015 – Only required for; Driver Application (new and renewal) and rejected/refused applications.
- Local Government Miscellaneous provisions Act 1976 – All

You need to be aware that when you submit a licensing application to us, the application, plans and any related documents or comments that you send to us are retained for a 6 year period from the date of application and expiry date. The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your driver, vehicle or operators applications

## Information collected:

- Name
- Address
- Email
- Telephone
- Report of refusal letter (This is only required for; rejected/refused applicants)
- V5 (This is only required for; Vehicle Application Hackney/private hire)
- HPI check (This is only required for; Vehicle Application Hackney/private hire)
- Driver badge number (This is only required for; Vehicle application Hackney/Private hire)
- Medical DP20 Driving certificates (This is only required for; Driver application (new and renewal), and rejected/refused applicants)

- National Health Number (This is only required for; Driver application (new and renewal) and rejected/refused applicants)
- DBS details - not kept after badge issued. (This is only required for; driver applications (new and renewal), rejected/refused applicants and operations application.)
- Passport details (This is only required for; Driver application (new and renewal) and rejected/refused applicants)
- Driving licences (This is required only for; Driver application (new and renewal) and rejected/refused applicants)
- Competency test paper (This is only required for; Driver applications (New and renewal) and rejected/refused applicants)
- Photograph of applicant (This is only required for; Driver applications (New and renewal) and rejected /refused applicants)

### **Agencies we might share the information with:**

- Police
- Health agencies
- Regulatory bodies
- Government bodies

### **Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes

### **Lawful basis for processing:**

- Legal Obligation