This document should only be read in conjunction with an application using the relevant online application form.

**General Guidance Notes**

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a combined hackney carriage & PHV licence.

Therefore:

* Where a combined hackney carriage & PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
* All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

* name
* date of birth
* address and contact details
* national insurance number
* driving licence number
* decision taken
* date of decision
* date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of [applying for] [being granted], a combined hackney carriage & PHV driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at <https://www.nottinghamcity.gov.uk/information-for-business/business-information-and-support/business-and-trading-licences-and-permits/taxi-licensing/national-register-of-refusals-and-revocations-nr3-policy/>

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority’s statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority’s Data Protection Officer at [foi@nottinghamcity.gov.uk](mailto:foi@nottinghamcity.gov.uk) .  This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner’s Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO’s website:  <https://ico.org.uk/make-a-complaint/>.

**Short form Privacy Notice**

We will use the information provided by you for processing driver and vehicle licences. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. The information provided by you includes the following special categories of personal data which are names, addresses, date of birth, email address, telephone numbers, ethnicity, Right to Work documentary evidence and any other occupation details. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2016 and 2018. You need to provide some of this information if you wish to apply for a driver or vehicle licence. The information that you have provided will be kept for 6 years. The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG. The Data Protection Officer is Naomi Matthews. You can contact the Data Protection Officer at the above address. The new Data Protection Law known as the General Data Protection Regulation provides for the following rights as prescribed by the legislation. You are obliged to:

* a right to request a copy of your information
* a right to request rectification of inaccurate personal data
* a right to request erasure of your data known as ‘the right to be forgotten’
* a right to in certain circumstances to request restriction of processing
* a right in certain circumstances to request portability of your data to another provider
* a right to object to processing of data in certain circumstances
* a right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF and also see the Information Commissioners website. For more information about these rights, please refer to our detailed privacy statement on our website <http://documents.nottinghamcity.gov.uk/download/5939> . If you do not have access to a computer and wish to have a copy of any information provided, please request details in writing to the address above.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used and your rights under the General Data Protection Regulation can be found at <https://www.nottinghamcity.gov.uk/privacy-statement>.