



**HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCE
NOTICE OF SURRENDER OF HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE
LICENCE**

Town Police Clauses Act 1847;
Local Government (Miscellaneous Provisions) Act 1976 Part II

Community Services, St Albans City and District Council, Civic Centre,
St Peters Street, St Albans, Hertfordshire, AL1 3JE

To: St Albans City and District Council, Civic Centre

Full name of existing licence holder:	
Full Home address:	
Postcode:	
Telephone:	
Vehicle Licence Number:	Vehicle Registration:
Make of Vehicle:	Model of Vehicle:

I hereby surrender my vehicle licence plate

I am able to return the original vehicle plate	<input type="checkbox"/>
I am not able to return the original vehicle plate because:	<input type="checkbox"/>

I would like to request a refund of my plate deposit (refunds will only be issued where plates have been returned to the council)

Account Name:
Account Sort Code:
Account Number:

Please continue on second page

I understand that the submission of this surrender form and return of my licence and licence plate (or the stating of reasons why I am unable to return them) means that they are no longer in effect and the above detailed vehicle is no longer licensed as hackney carriage/private hire vehicle by St Albans City and District Council.

I understand that the use of this vehicle for hackney carriage/private hire purposes following the submission of this licence surrender form constitutes an offence for which I can be prosecuted.

PRIVACY NOTICE

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form. Please read and retain the privacy notice overleaf for more details.

Signed: _____ *Dated:* _____

PRINT NAME: _____

Privacy Notice for Taxi Licensing

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect 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 [Art. 6(1)(c) of UK General Data Protection Regulation ("UK GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of Taxi Licensing.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) UK GDPR. If you're providing us with criminal conviction personal information we will be processing this under Art.10 UK GDPR.

How will we use the information about you?

We use the information to process your hackney carriage/private hire driver licence application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Local Authorities, your Doctor, your Insurance company or other statutory authorities, such as Her Majesty's Revenue and Customs (HMRC), NAFN for the use of NR3, Cabinet Office, Home Office, Audit Commission, Department for Transport, Mogo, Taxi Plus, DVLA, Police or similar agency, where sharing your data is necessary to deal with your matter. We will also share contact details with Unified Transport and Versant for training purposes. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. 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 GDPR@stalbans.gov.uk

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@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

The other rights you have will depend on why we have collected the information -we will tell you in the specific privacy notice relating to that application or process. You can find out more about your individual rights: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

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 <https://www.stalbans.gov.uk/cookies>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Judith Adamson. They can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 866100 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

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