

# Privacy Notice (How we use your information)

## Transport Services

### MOT and Taxi Inspection Bookings

Transport Services provide MOT and Taxi Inspections and testing for both members of the public and all taxis, both private hire and hackney carriages licensed by Kirklees Council. To manage the workload and appointments of our two test stations and in line with the DVSA guidelines, all test appointments must be booked and recorded either electronically or manual.

**The categories of information that we collect, process, hold and share include:**

- Personal information
  - Name
  - Contact Number
  - Email Address
  - Vehicle Registration Number
  - Make/Model of Vehicle
  - Licence Plate Number
  - Payment Details

### **Why we collect and hold this information**

We use this personal data in order to:

- Enable us to book and carry out MOT and Taxi inspections.

### **The lawful basis on which we use this information**

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

#### **6(1)(c) We have a legal obligation**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to: Road Traffic Act 1988

### **How we store your personal information**

Your information is safely stored on Kirklees Council's secure network drives.

We keep the information you have provided for five years. We will then dispose of your information by deleting it from the secure network drives.

## Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To manage local authority performance;

We may share this information with:

- Other services within Kirklees Council;
  - Licensing Services
- National Government Departments;
  - DVLA (Driver and Vehicle Licencing Agency)
  - DVSA (Driver and Vehicle Standards Agency)

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: [transport.services@kirklees.gov.uk](mailto:transport.services@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.