

## **Privacy Notice (How we use your information) Taxi Theory Training**

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

- Personal information (such as name, email, driving licence, DOB and postal address)
- Educational Qualifications, NI number.

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

We use this personal data in order to:

- Provide you with feedback and updates about service relating to your enquiry;
- Provide you with the support you need to help us deliver our services;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

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

We collect and process information about you under Article 6 (1)(c) legal obligation; for example, a public body's tasks, functions, duties or powers.

### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the length of time it takes to process your request, complaint or issue in order to satisfy/conclude the reason(s) Licensing were contacted in the first instance.

### **Who we share this information with**

We may routinely share this information with:

- Other services within the Council such as Adult Education, Driver Training.
- Other partners such as Further Education and Training Providers.

### **Why we share this information**

We may share information within Kirklees Council and our partners in order to satisfy / conclude the reason(s) Licensing were contacted in the first instance.

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

### **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council [at http://www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

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

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