

Licensing

We use the information you provide to process your application, verify information about you and your business and make decisions on whether licences can be granted, suspended or revoked.

We process information about -

- those applying for licences and authorisations
- those employed by licence/authorisation holder
- members of the public submitting comments or concerns
- professionals at other organisations providing information to support licensing activity

The types of information we hold includes -

- names, date of birth and contact information
- details of business and trading activities
- details of physical and mental health
- information about previous cautions and convictions (including spent convictions)

Disclosure and Barring Service information

We receive information from -

- customers
- other Council departments
- professionals at other organisations including GPs, health, Police
- other Local Authorities

We process personal information as the Licensing Authority for the City of Hull in order to meet our legal obligations under legislation including Local Government Act 1972, Licensing Act 2003, Gambling Act 2005, Town and Police Clauses Act 1842, Local Government Miscellaneous Provisions Act 1976 & 1982.

We also process information to safeguard the welfare of the public and to support legal proceedings where appeals on licensing decisions are made to a Court.

We retain incomplete applications for up to one year without contact after which they will be securely destroyed. Where licences or authorisations are granted information is retained for 24 months from the date the licence or authorisations expires.

We have a duty to improve information-sharing regarding taxi and private hire vehicle drivers under the Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022.

In order to meet this duty we will check personal information provided for the purposes of determining applications against the National Anti-Fraud Network Database (NR3S) with any relevant information taken into account when considering licence applications. Hull City Council will also upload an indication of any refused, suspended or revoked licence to the system along with details about the applicant including -

- name
- address
- date of birth
- driving licence number
- taxi licence type

This will allow other authorities to contact us where they need further details when considering licence applications in their area. We will retain a clear written record of every disclosure that is made as a result of a request from another Authority and this record will be retained for a period of 11 years.

Where Hackney Carriage/Private Hire driver licences are revoked, refused or suspended details of the revocation and/or appearance at Licensing Committee will be retained for 85 years from date of revocation and/or appearance and details will be entered into the NR3S register.

Enquiries

If you would like to enquire about how your personal information is processed by us or wish to complain please contact –

Hull City Council

Data Protection Officer

Room 12

The Guildhall

HULL

HU1 2AA

Information@hullcc.gov.uk

You also have the right to complain to the regulator –

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

[Visit the Information Commissioner's office website](#)