

# Guidance on the Installation and Operation of CCTV Systems in Licensed Taxis and Private Hire Cars

Before lodging your notification of intent to install a CCTV System in a Taxi or Private Hire Car please ensure that you have read the following guidance.



## 1. POLICY ON THE INSTALLATION CCTV IN LICENSED TAXIS AND PRIVATE HIRE CARS

The Council's Licensing and Regulatory Committee has determined to allow the installation of CCTV systems in licensed Taxis and Private Hire Cars for legitimate purposes subject to

- (a) a notification process with the Licensing Authority; and
- (b) compliance with the Authority's policy on the installation and operation of CCTV Systems in licensed Taxis and Private Hire Cars.

A copy of the current CCTV policy can be viewed on the Council's website at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17620>

## 2. OBLIGATIONS AS A "DATA CONTROLLER"

The Licensing Authority expects any Licence Holder who is a "Data Controller" to comply with their legal obligations under UK data protection law. If necessary, the Licensing Authority will refer any suspected breaches of data protection law to the Information Commissioner's Office or any other relevant body.

As a "Data Controller", Licence Holders should be aware that current UK data protection law will change in May 2018 when the General Data Protection Regulations (GDPR) come into force.

Failure to comply with the new obligations set out by GDPR could result in significant financial penalties for your business. If you are unclear how these changes will affect you, the Licensing Authority strongly recommends that you take your own independent expert advice to ensure ongoing compliance with your data protection obligations.

## 3. HOW DO I NOTIFY THE LICENSING AUTHORITY OF MY INTENTION TO INSTALL CCTV

Before CCTV can be installed in a Taxi or Private Hire Car, the Licence Holder of the relevant vehicle must complete the attached notification form and submit it to the Licensing Section with an administration fee of £25. On receipt of the notification, the Licensing Section will update their records and send an acknowledgement letter to the Licence Holder advising that CCTV can now be installed in the vehicle.

## 4. WHO CAN NOTIFY THE LICENSING AUTHORITY?

Only the Licence Holder of the Taxi or Private Hire Car can complete the attached notification form. Where the Licence is held by a company or partnership, only a director or partner named in the Licence can apply.

## 5. HOW DO YOU APPLY?

To apply for a Licence you should complete the attached application form and submit it to the Licensing Section with the relevant fee. Your application must be accompanied by the required supporting documents set out in part 6 of the guidance.

### AT OUR CITY CENTRE SERVICE DESK

Your application can be submitted in person at our:

City Centre Service Desk  
45 John Street  
Glasgow G1 1JE

**From 5 February 2018 you can book an appointment online to submit your application at the Service Desk.** Please be aware you will no longer be able to book your appointment via telephone. An appointment can be made using the following link. Please select 'Licensing' from the list of available options and choose 'Apply for a Licence' to schedule a suitable appointment.

<http://www.glasgow.gov.uk/booking>

Appointments are available Monday to Friday excluding Public Holidays. More information on making an appointment is available on our website:

<http://www.glasgow.gov.uk/licences/appointments>

We recommend that applications are lodged in person in order to ensure they are correct. Our staff will check your application and help you correct any mistakes. Please note our staff cannot complete the form for you.

You can ask someone to lodge the form on your behalf at the Service Desk; however, if the form requires to be amended, you must initial any changes before the form is accepted.

### **BY POST**

You can submit your application by post to the following address:

Licensing Section  
Glasgow City Council  
City Chambers  
George Square  
Glasgow G2 1DU

You must provide your original documents with the application – photocopies will not be accepted. We recommend that you send the application by Recorded Delivery/Special Delivery to ensure that it is received.

We do not recommend that you send a renewal application to us by post. If you do, you must ensure that it is lodged with us before the expiry date of your current licence.

## **6. HOW MUCH IS THE NOTIFICATION FEE?**

There is an administrative fee of £25 payable at the time the form is submitted.

Applications lodged in person can be made by Cash, Cheque, Postal Order or Credit/Debit Card. Applications lodged by post can be paid by Cheque or Postal Order only (**Do not send cash by post**).

Cheque and Card payments will only be accepted from the applicant. Cheques should be made payable to 'Glasgow City Council'

A list of the fees and charges levied by the Council's Licensing Section can be found on our website:

<http://www.glasgow.gov.uk/index.aspx?articleid=2996>

## **7. HOW LONG WILL IT TAKE?**

We aim to acknowledge your notification within 28 days of receipt.

## **OTHER FREQUENTLY ASKED QUESTIONS (FAQS)**

### **CAN ANOTHER PARTY ACT AS "DATA CONTROLLER"?**

The policy only allows the Licence Holder of the relevant Taxi or Private Hire Car to act as "Data Controller" and only for the systems to be installed for the purposes set out in the policy.

The policy does however allow for a third party "Data Processor" if remote storage facilities are being utilised.

### **WHAT HAPPENS IF I DO NOT COMPLY WITH THE LICENSING AUTHORITY'S CCTV POLICY?**

If a Licence Holder installs CCTV in their Taxi or Private Hire Car and fails to comply with the Authority's CCTV policy they will be in breach of their Licence conditions and this may result in action being taken to suspend the Licence. The Licensing Authority may also advise the Information Commissioner's Officer of any action taken against a Licence Holder and the circumstances that led to the action being taken.

### **CAN I GET FURTHER INFORMATION?**

If you have any further questions about the application process the Council's Licensing Team will be happy to assist you. Please note that whilst the Licensing Team can provide guidance, the team cannot offer you legal advice.

You can contact us by phone or email.

**Phone:** 0141 287 5354

**Email:** [LicensingEnquiries@glasgow.gov.uk](mailto:LicensingEnquiries@glasgow.gov.uk)