

# Notification of intention to install CCTV System in a Licensed Taxi or Private Hire Car

This form should be used to notify the Licensing Authority of the intention to install a CCTV System in a Taxi or Private Hire Car currently licensed by the Licensing Authority under the Civic Government (Scotland) Act 1982.



Before completing this form please read the guidance and notes that are attached. If you are completing this form by hand please write legibly in block capitals.

## SECTION 1: LICENCE DETAILS

1.1 Please provide details of the existing Licence and holder:

Name and Address of the Current Licence Holder

Licence No.		Expiry Date	
Plate No.		Registration No.	
Contact No.			
Email			

## SECTION 2: TYPE OF CCTV SYSTEM

Specify the type of CCTV that you propose to install:

CCTV System with video recording capability only	<i>Please Tick</i> <input type="checkbox"/>
CCTV with audio and video recording	<input type="checkbox"/>

## SECTION 3: POLICY ON INSTALLATION AND OPERATION OF CCTV SYSTEM

Please tick to confirm that you have read and agree to the following:

<p>I confirm that I have read the Licensing Authority's Policy on the installation and use of CCTV systems in Taxis and Private Hire Cars.</p> <p>I understand that as a condition of my Licence I will require to comply with the requirements of said Policy and that failure to comply could lead to the possible suspension of my Licence.</p>	<p><i>Please Tick</i></p>
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SECTION 4 CHECKLIST	
I confirm that I have enclosed the following:	
<b>All Applicants</b> <input type="checkbox"/> The relevant Administration Fee of £29	<p><i>Please Tick</i></p> <input type="checkbox"/>

SECTION 5: DECLARATION			
<p>In submitting this notification to Glasgow City Council I hereby confirm that (a) I am the holder of the Licence detailed in Section 1 of this form; (b) the particulars given by me on this form are true to the best of my knowledge and belief; (c) I have read the attached guidance and notes; and (d) the appropriate fee is enclosed.</p> <p>The information contained on this form may be processed by Glasgow City Council in accordance with data protection laws. Please read the attached Privacy Statement for more information on how your personal data will be processed.</p>			
Only the Licence Holder named in Section 1 can sign or amend this form			
NAME	<i>Print Name Clearly</i>		
SIGNATURE		DATE	

FOR OFFICE USE ONLY			
Date Received.	Suspended	Date System Updated	Acknowledgment Sent
	YES      NO		

**PRIVACY STATEMENT:  
LICENSING SCHEMES ADMINISTERED BY THE COUNCIL'S LICENSING & REGULATORY  
COMMITTEE**

**Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and to do this, we may need to process information on an individual's criminal convictions.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence we may need to refer you to our Licensing and Regulatory Committee. We may also need to refer you to this Committee if you are granted a licence and we receive a complaint about you. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

Licensing and Regulatory Committee meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

We will also share your personal data with other public bodies and statutory consultees are required by licensing law.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rlds](http://www.glasgow.gov.uk/rlds) or you can request a hard copy from the contact address stated above.

### **Your rights under data protection law**

- Access to your information - you have the right to request a copy of the personal information that we hold about you.
- Correcting your information- we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information-you have the right to ask us to delete personal information about you where:
  1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  2. you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
  3. our use of your personal information is contrary to law or our other legal obligations.

## **Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

## **Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

## **Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

## **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

## **More information**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.