

DATA SUBJECTS' INFORMATION

Fleet – Compliance Team

To be provided to the data subject at the time of obtaining personal data from them

1. Data Controller

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](#).

2. Data Controller Contact Details

We can be contacted by [phone, in person, or in writing](#)

3. Data Protection Officer

Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk

4. Purpose of processing

The Fleet Compliance Team will process your personal information for the following purposes:

- maintaining our own accounts and records
- administering the assessment and collection of taxes and other revenue including benefits and grants
- licensing and regulatory activities
- local fraud initiatives
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- data matching under local and national fraud initiatives
- carrying out consultation

5. Legal basis for processing

Our processing shall be lawful because at least one of the following will apply:

- (a) the data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
- (b) processing is necessary for compliance with a legal obligation to which the Council is subject;

- (c) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- (b) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- (c) processing is necessary for reasons of substantial public interest

6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

- local and central government
- ombudsman and regulatory authorities
- courts and tribunals
- professional advisers
- survey and research organisations
- police forces
- customs and excise
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- the disclosure and barring service

7. Retention Period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule may be found at: <http://www.wiltshire.gov.uk/freedom-of-information>

8. Your rights

Your rights are set out in in Articles 13 to 22 of the [General Data Protection Regulation 2016](#) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.

- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

9. Contracts

Failure to provide us with the information may result in failure to obtain a Hackney Carriage/Private Hire Licence

10. Automated Decision Making

Wiltshire Council does not use automated decision making in respect to your personal information. We will provide you with an explanation of the decision-making criteria and significance or likely consequences of such data processing.