



TPH/211

Request for Personal Information Data Protection Act 2018

Complete this form to request personal information held by TfL's Taxi and Private Hire Directorate (TPH) using one of the exemptions in the DPA 2018.

Please tick which applies:

Schedule 2 Part 1 (2): Crime and taxation

Schedule 2 Part 1 (5) (2) Disclosure is required by law

Schedule 2 Part 1 (5) (3) Legal proceedings or establishing/defending legal rights

Schedule 2 Part 2 (7) Functions designed to protect the public etc

Other exemption; please specify

IMPORTANT – PLEASE READ BEFORE COMPLETING THIS FORM

Your request for information will **ONLY** be processed if you supply one of the following:

- A) Court Order**
- B) Details of the statutory powers that require TfL to disclose personal information**
- C) Details of any other lawful basis (from GDPR or DPA 2018) for making your request**

If you do not supply any of the above, your request for information will not be processed and result in your request being refused

There are certain circumstances where we are unable to supply information or do not hold information, examples include:

1. Details of companies a Private Hire Driver may work for
2. Insurance details for drivers and vehicles
3. Requests must be specific to a vehicle or individual, speculative enquiries will not be processed
4. Medical information

Copies of documentation held by TPH will not be supplied unless you can demonstrate a lawful basis to request the data or you have a Court Order

Information available on TfL's (TPH) Website

The following information can be found on our website at www.tfl.gov.uk/tph

- Criteria for licensing Private Hire and Taxi drivers
- Criteria for inspections of Private Hire and Taxi vehicles and the standards applied
- Licence checker for Private Hire drivers, vehicles and operators that shows the currency of a licence
- Information on whether a vehicle or person meets our criteria to be licensed, this information can be obtained from our policy document(s) located on our website.

Submission of Information

Your request should be sent via email on the attached form and in the original PDF format to tplicensingssupport@tfl.gov.uk.

Please ensure you have read and fully understood the documentation you are required to provide which is in addition to this form. Please do not forward duplicate requests via mail, or email as this is likely to create delays in processing.

When completing this form:

Please complete the form electronically. If you are unable to do so please use BLOCK CAPITALS and write in black ink

- Please attach a signed copy of your organisations letter headed paper
- Please ensure you have included appropriate supporting documentation
- Please ensure you have provided a copy of the Court Order, details of relevant legislation, or other lawful basis

A

Legislation this is submitted under/Documents Submitted

One of the below **MUST** be ticked or your request will be refused

I have supplied a court order (copy of court order enclosed)

I have statutory power(s) to request this information.

I have another lawful basis to request this information

Please provide specific details of your powers including specific sections of such legislation, and evidence of your authority where applicable e.g. if you are an authorised officer under section 109A or 110A of the Social Security Administration Act 1992

Section 109A please enclose a copy of your authorisation

Section 110A please enclose a copy of your authorisation

Finance Act 2008

Taxes Management Act 1970 Section 18(A)2

Other lawful basis (specify below)

B**Requester's Details****B1** Surname/family name**B2** Forename(s)**B3** Organisation Name**B4** Organisation Address**B5** Your reference number**B6** Email Address**B7** Telephone Number

C **Person you Require Information About**

C1 Surname/family name

C2 Forename(s)

C3 Date of Birth

C4 Licence Number (if known)

C5 Address (if known)

C6 Type of driver Taxi Private Hire

D **What Information do you Require?**

D1 Dates Licensed

TfL use only Not Licensed Licensed from until

D2 Has driver ever been revoked or suspended?

TfL use only No Revoked Suspended from until

D3 Drivers Address

TfL use only Same as in C5
 Different

D4 Other information please specify

TfL use only

E

Vehicle you Require Information About

E1 Surname/family name

E2 Forename(s)

E3 Date of Birth

E4 Registration Number

E5 Keepers Address (if known)

E6 Type of Vehicle Taxi Private Hire

F

What Information do you Require?

F1 Dates Licensed

TfL use only Not Licensed Licensed from until

F2 Has notification been received that the vehicle has been in an accident?

TfL use only No Yes Date

F3 Keepers Address

TfL use only Same as in E5
 Different

F4 Other information please specify

TfL use only

G**Submission****Save & Submit Form****H****TfL Response if Request Refused**

Please tick or mark an 'x' in all that apply:

- H1** Relevant Legislation or legal basis not quoted
- H2** Court order not supplied
- H3** Proof of being an Authorised Officer not supplied
- H4** The information you requested in is available on our website

I**TfL Person Completing**

- I1** Name of Person completing
- I2** Date completed
- I3** TOLA No if applicable
- I4** Date Request Received