#

# CHANGE OF PERSONAL DETAILS FORM

Please use this to form to provide information relating to any changes in your personal details. It should be completed immediately and returned to Taxi Licensing.

The form can be used for changes to name, address, marital status and telephone numbers.

# PERSONAL DETAILS

**TITLE:** ………… **SURNAME:** .....................................….. **FORENAMES:** ....................................…

**HOME ADDRESS:** …………………………………………………………………………………………….

………………………………………………………………………………**POSTCODE:** ………………….

**HOME TELEPHONE NUMBER:** ……………………………………………………………………………..

**MOBILE TELEPHONE NUMBER:** ……………………………………………………………………………

**EMAIL ADDRESS:**................................................................................................................................

**PREVIOUS NAME(S):** ................................................................................………………………………

**PREVIOUS ADDRESS:**………………………………………………………………………………………….

**VEHICLE REG:** ………………………………………………………………………………………………….

**I certify that the above information is accurate and correct.**

**SIGNED:** ....................................................... **DATE:** .................................................

**PRINT NAME:** ...................................………………………………………………………

Form to be returned to

**Taxi Licensing**

**Tamworth Borough Council**

**Marmion House**

**Lichfield Street**

**Tamworth**

**Staffs B79 7BZ**

**Telephone - 01827 709445 Email -** **publicprotection@tamworth.gov.uk**

****Tamworth Borough Council is the Data Controller for all personal data collected in this application.  We collect your personal information under **Legal Obligation** to allow us to provide administration for your application, establish your identity, determine your eligibility and suitability to hold a license and also to ensure you are meeting your legal obligations under the license. We may share your personal information with third-parties where required to by law or where it is necessary to process your application or licence.  Full details for types of personal information we collect, purpose we collect it, third-parties we share it with, third-party services providers and how we maintain the security of your information can be found in our **Licensing Fair Processing Notice**. You can view this on our website [www.tamworth.gov.uk](http://www.tamworth.gov.uk) or a hard copy is available upon request. **Please ensure you read our fair processing notice before submitting your personal information to us**. Under our Retention Schedule, also available on our website, personal information submitted will be retained for 6 years or for 6 years from licence expiry.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Our Data Protection Officer can be on data-protection@tamworth.gov.uk. Alternatively, you can contact the Information Commissioner’s Office.

You have certain rights under UK Data Protection law including. For information on your rights, please visit the Information Commissioner’s Officer Website [www.ico.org.uk](http://www.ico.org.uk).

**May 2018**