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# Taxi and private hire accident report form.

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## GDPR Privacy notice

### Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process, and store your personal data in relation to your application for a licence.

### What we need to process your application

We require you to provide personal data including your name, address and contact details.

### Why we need it

We use your personal and sensitive data to enable us to process your application. If you do not provide this information we cannot process your application.

### What we do with it

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to check compliance with your licence, to carry out our enforcement duties and to contact you about licensing matters. We may share your personal data with the other public bodies and enforcement authorities for the purposes of investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies and the DVLA.

### How long we keep it

If we do not grant your licence, we will keep your data for six years from the date of the final decision on your application. If we grant your licence, we will keep your data for the period of the licence and a further six years.

### What are your rights?

Please refer to our corporate privacy policy at [elmbridge.gov.uk/privacy-notice/](https://www.elmbridge.gov.uk/privacy-notice/)



## Taxi and private hire accident report form

If you or any other person is involved in a road traffic incident that causes damage that materially affects the safety, performance and/or appearance of your vehicle, you must use this form to report the incident to us as soon as possible and in any case, with 72 hours of the incident.

Taxi plate number	<b>HCV</b>	
Private hire plate number	<b>PHV</b>	
Registration number		
Your full name		
Your home address		
Date of incident		
Tell us what happened		
Who caused the incident		
Were the police involved?	<b>Yes</b>	<b>No</b>
If yes, please give the police case number		
Was anyone injured	<b>Yes</b>	<b>No</b>
If yes, please give details		
Were you carrying passengers	<b>Yes</b>	<b>No</b>
Describe the damage to your vehicle		
Today's date		
Your signature		