

Data protection registration: nature of work descriptions

Local government

We use these descriptions to help us process your registration:

- [Careers Service](#)
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- [Councillor](#)
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- [District Council](#)
- [Electoral Registrar](#)
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- [Probation Trust](#)
- [Scottish Community Council](#)
- [Superintendent Registrars and Registrars of Births, Deaths & Marriages](#)
- [Town Council](#)
- [Traffic Commissioner](#)
- [Unitary Authority \(London Boroughs, Mets & Councils in Scotland and Wales\)](#)
- [Youth Offending Team](#)

Careers Service

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Careers Service

Reasons/purposes for processing information

We process personal information to enable us to provide advice on careers, employment and other issues. We also process personal information to promote our services, undertake research, to maintain our own accounts and records and to support and manage our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- education details
- training and employment details
- financial details
- goods or services
- work placement details
- business activities of the data subject
- details of clients contact with other professionals

We also process sensitive classes of information that may include:

- racial or ethnic origin
- offences and alleged offences
- criminal proceedings, outcomes and sentences
- trade union membership
- physical or mental health details

Who the information is processed about

We process personal information about our:

- employees
- clients
- students
- current , past and prospective employers and their staff
- training, education and employment organisations
- enquirers and complainants
- professionals involved with our clients

- teachers and trainers
- consultants and professional advisers
- social, welfare and health organisations
- press and the media

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- clients
- consultants and professional advisers
- suppliers and service providers
- healthcare, social and welfare organisations
- educators and examining bodies
- employment and recruitment agencies
- trade unions and staff associations
- other career services
- press and the media
- government
- work placement organisations
- health authorities
- prison service
- police forces
- voluntary sector organisations
- financial organisations
- learning council
- probation services
- survey and research organisations
- local authorities
- credit reference agencies
- debt collection agencies
- auditors

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Connexions Partnerships

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Connexions Partnerships

Reasons/purposes for processing information

We process personal information to enable us to provide information, advice, guidance and support to young people to help them progress to education, employment and training. In addition, we process personal data to promote our services, to maintain our accounts and records, to manage and support our staff and to undertake research. We also process personal information in the course of selling, hiring or exchanging it.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- goods and services
- financial details
- education details
- employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual life
- offences and alleged offences
- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about our:

- clients
- enquirers and complainants
- teachers and other representatives of educational and training establishments
- students and pupils
- employers, consultants and other professional advisers

- suppliers
- offenders and suspected offenders
- employees

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves, their relatives or guardians and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- other connexions bodies and their agents
- learning and skills council
- family, associates and representatives of the person whose personal data we are processing
- suppliers and service providers
- financial organisations
- current, past or prospective employers
- educators and examining bodies
- healthcare and welfare organisations
- consultants and other professional advisers
- housing providers
- voluntary bodies
- credit reference agencies
- service providers and suppliers
- police forces
- youth offending teams
- prison service
- probation service
- local and central government

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Councillor

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Councillor

Reasons/purposes for processing information

I process personal information to enable me to carry out casework on behalf of individual constituents.

Type/classes of information processed

I process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- financial details
- education and employment details
- housing information
- details of complaints

I also process sensitive classes of information that may include:

- physical or mental health details
- trade union membership
- racial or ethnic origin
- offences including alleged offences
- political affiliation of elected members

Who the information is processed about

I process personal information about:

- constituents
- elected representatives and others in public office
- council employees
- complainants and enquirers
- relatives, guardians and associates of the person whose personal information I am processing
- business or other contacts
- the subject of complaints

Who the information may be shared with

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is

necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I may need to share some of the personal information I process with for one or more reasons.

Where necessary or required I share information with:

- elected representatives and other holders of public office
- landlords
- local and central government
- statutory law enforcement agencies and investigating bodies
- political organisations
- the media
- healthcare, social and welfare advisers or practitioners
- suppliers
- the subject of complaints

Transferring information overseas

I do not transfer any personal information outside the European Economic Area (EEA).

County Council

Description of Processing

The following is a very broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation directly to ask about your personal circumstances.

Nature of work – County Council

Reasons/purposes for processing information

We process personal information to enable us to provide a range of government services to local people and businesses which include:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- provision of education
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- licensing and regulatory activities
- local fraud initiatives
- the provision of social services
- 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
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

Type/Classes of information processed

We process information relevant to the above reasons/purposes which may include:

- personal details
- family details

- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details
- housing needs
- visual images, personal appearance and behaviour
- licenses or permits held
- student and pupil records
- business activities
- case file information

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- political affiliation
- political opinions
- offences (including alleged offences)
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences

Who information is processed about

We process personal information about:

- customers
- suppliers
- staff, persons contracted to provide a service
- claimants
- complainants, enquirers or their representatives
- professional advisers and consultants
- students and pupils
- carers or representatives
- landlords
- recipients of benefits
- witnesses
- offenders and suspected offenders
- licence and permit holders
- traders and others subject to inspection
- people captured by CCTV images
- representatives of other organisations

Who information may be shared with

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the data protection act. What follows is a description of the types of organisations we may need to

share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- customers
- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- providers of goods and services
- financial organisations
- debt collection and tracing agencies
- private investigators
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- trade unions
- political organisations
- professional advisers
- credit reference agencies
- professional bodies
- survey and research organisations
- police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- students and pupils including their relatives, guardians, carers or representatives
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- courts, prisons
- customs and excise
- local and central government
- international law enforcement agencies and bodies
- security companies
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- press and the media
- healthcare professionals
- current past and prospective employers and examining bodies

- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service
- healthcare professionals

Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply fully with all aspects of the data protection act.

District Council

Description of Processing

The following is a very broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation directly to ask about your personal circumstances.

Nature of work – District council

Reasons/purposes for processing information

We process personal information to enable us to provide a range of government services to local people and businesses which include:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- provision of education
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- licensing and regulatory activities
- local fraud initiatives
- the provision of social services
- 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
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

Type/Classes of information processed

We process information relevant to the above reasons/purposes which may include:

- personal details
- family details

- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details
- housing needs
- visual images, personal appearance and behaviour
- licenses or permits held
- student and pupil records
- business activities
- case file information

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- political affiliation
- political opinions
- offences (including alleged offences)
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences

Who information is processed about

We process personal information about:

- customers
- suppliers
- staff, persons contracted to provide a service
- claimants
- complainants, enquirers or their representatives
- professional advisers and consultants
- students and pupils
- carers or representatives
- landlords
- recipients of benefits
- witnesses
- offenders and suspected offenders
- licence and permit holders
- traders and others subject to inspection
- people captured by CCTV images
- representatives of other organisations

Who information may be shared with

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the data protection act. What follows is a description of the types of organisations we may need to

share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- customers
- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- providers of goods and services
- financial organisations
- debt collection and tracing agencies
- private investigators
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- trade unions
- political organisations
- professional advisers
- credit reference agencies
- professional bodies
- survey and research organisations
- police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- students and pupils including their relatives, guardians, carers or representatives
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- courts, prisons
- customs and excise
- local and central government
- international law enforcement agencies and bodies
- security companies
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- press and the media
- healthcare professionals
- current past and prospective employers and examining bodies

- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service
- healthcare professionals

Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply fully with all aspects of the data protection act.

Electoral Registrar

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Electoral Registrar

Reasons/purposes for processing information

I process personal information to maintain the Electoral Register.

Type/classes of information processed

I process information relevant to the above reasons/purposes. This may include personal details, nationality and age and information as to method of voting.

Who the information is processed about

I process personal information about:

- members of household who are registered to vote
- minors currently sixteen or seventeen years old
- those not eligible for jury service
- members of household previously registered to vote
- staff employed on electoral matters
- election candidates

Who the information may be shared with

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I may need to share some of the personal information I process with for one or more reasons.

Where necessary or required I share information with:

- organisations who buy the edited register
- other organisations who take part in the National Fraud Initiative
- other occupants of the individual's address
- courts
- permitted recipients of the full electoral register

Transferring information overseas

I may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. I am required to ensure that when I need to do this I comply with the DPA.

Fire Service

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Fire Service

Reasons/purposes for processing information

We process personal information to enable us to carry out fire fighting and emergency services which includes managing responses to fire, incidents and traffic accidents; maintaining our own accounts and records including the management of fire service assets and property; support and managing our employees and undertake research. We also process personal information using a CCTV system to monitor and collect visual images for the purpose of security and the prevention and detection of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This information may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- incident and accident details
- licences, certificates held
- services provided
- visual images, personal appearance and behaviour
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- lifestyle and social circumstances
- offences and alleged offences

Who the information is processed about

We process personal information about:

- recipients of fire and rescue services
- offenders and suspected offenders

- witnesses
- professional advisers and consultants
- members of the public
- customers and clients
- individuals captured by CCTV images
- employees
- agents and contractors
- complainants, enquirers
- applicants for certificates and licenses
- suppliers
- property owners

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- suppliers and service provider
- public utilities
- insurance companies
- legal advisers
- healthcare and welfare organisations
- persons making an enquiry or complaint
- police forces
- security organisations
- local and central government
- press and the media
- law enforcement and prosecuting authorities
- courts
- landlords
- public utilities
- insurance companies
- educational establishments
- financial organisations
- educators and examining bodies
- trade unions and staff associations
- credit reference agencies
- auditors
- debt collection and tracing agencies

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Local Involvement Networks (LINKS)

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Local Involvement Networks

Reasons/purposes for processing information

We process personal information to enable us to help improve health and social care services in our local area. This includes promoting the service we provide and carrying out research to monitor NHS complaints and services.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This information may include:

- personal details
- family details
- complaints
- lifestyle and social circumstances
- membership details
- goods and services
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about:

- members and supporters
- professional advisers
- patients and patient representatives
- carers
- service users
- health and social care professionals
- complainants, correspondents and enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data

Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- healthcare, social and welfare organisations
- family, associates or representatives of the person whose personal data we are processing
- professional advisers
- service providers and suppliers
- voluntary and charitable organisations
- religious organisations
- press and the media
- survey and research organisations

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Parish & Community Councils

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Provision of council services

Reasons/purposes for processing information

We process personal information to enable us to carry out our statutory duties. We also process personal information to promote our services; undertake fundraising; maintain our accounts and records; manage and support our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services

We also process sensitive classes of information that may include: physical or mental health details; racial or ethnic origin.

Who the information is processed about

We process personal information about:

- employees
- suppliers
- complainants, enquirers
- business contacts
- professional advisers and consultants
- residents of the parish
- elected representatives and holders of public office
- members of the parish council

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of

organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- educators and examining bodies
- suppliers and service providers
- persons making an enquiry or complaint
- local government
- press and the media
- family, associates and representatives of the person whose personal data we are processing
- current, past and prospective employers
- financial organisations

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Probation Trust

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Probation trust

Reasons/purposes for processing information

We process personal information to enable us to administer justice by providing a range of probation services which include the supervision of offenders, data matching under national fraud initiatives; undertake research; maintain our own accounts and records and to support and manage our employees. We also process personal information using a CCTV system to monitor and collect visual images for the purposes of security and the prevention and detection of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- criminal intelligence
- visual images; personal appearance and behaviour
- references to manual records or files
- business activities of the person whose personal information we are processing
- education and employment details
- financial details
- family details
- lifestyle and social circumstances
- goods and services

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- sexual life
- religious or other beliefs
- political opinions
- trade union membership
- offences and alleged offences
- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about our:

- customers and clients
- probation board members
- offenders, suspected offenders, people given a caution or final warning and those subject to judicial disposals
- sentencers
- victims of crime
- legal advisers and representatives;
- witnesses;
- police officers;
- health care providers;
- individuals in the area under surveillance;
- consultants and professional experts;
- complainants and enquirers;
- service providers and their staff;
- local authority staff
- suppliers
- employees

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- victims of crime
- Secretary of State
- police forces
- international law enforcement agencies
- central and local government
- licensing authorities
- legal representatives
- defence solicitors
- Crown Prosecution Service
- judges and magistrates
- courts and tribunals
- prisons and contracted out prisons
- non home office police forces
- statutory law enforcement agencies and investigating bodies
- probation service
- ombudsmen and regulatory authorities
- service providers
- suppliers and partnership agencies

- survey and research organisations
- political or religious organisations
- press and the media
- data processors
- auditors and audit bodies
- family, associates and representatives of the person whose personal data we are processing
- healthcare professionals
- current, past or prospective employers
- educators and examining bodies
- financial organisations

Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

Scottish Community Council

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Scottish Community Council

Reasons/purposes for processing information

We process personal information to enable us to serve and represent the interests of the community within the local area.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- education and training details
- goods and services

Who the information is processed about

We process personal information about:

- residents of the community council area
- elected representatives
- suppliers
- correspondents and complainants
- business contacts
- employees

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- suppliers and service providers
- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- financial advisers

- people making an enquiry or complaint
- local government
- the media

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Superintendent Registrars and Registrars of Births Deaths and Marriages

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Superintendent Registrars and Registrars of Births Deaths and Marriages

Reasons/purposes for processing information

We process personal information to enable us to provide a service for the registration of Births, Deaths, Marriages and Civil Partnerships.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal
- family details
- lifestyle and social circumstances
- financial details
- goods or services provided
- employment and education details
- business activities of the individual
- details of enquiry or complaint
- licences and certificates held

We also process sensitive classes of information about offences and alleged offences.

Who the information is processed about

We process personal information about:

- customers
- members of the public whose birth, death, marriage or civil partnership is or to be recorded
- church contacts and ministers of religion
- suppliers
- complainants and enquirers
- holders of public office,
- offenders and suspected offenders

Who the information may be shared with

We sometimes need to share the personal we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- customers
- family, associates and representatives of the person whose personal data we are processing
- police forces
- healthcare social and welfare organisations
- local and central government
- employees
- prosecuting authorities
- courts, coroners
- registrar general, registrar general for Scotland
- embassies
- clergy and ministers

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Town Council

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Town Council

Reasons/purposes for processing information

We process personal information to enable us to provide local services in accordance with our statutory powers and duties, to promote campaigns, public relations and fundraising, conduct research and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- employment
- education and training details
- information regarding goods or services provided

We also process sensitive classes of information that may include physical or mental health or condition and racial or ethnic origin.

Who the information is processed about

We process personal information about:

- employees
- elected representatives, other holders of public office and members of the town council
- residents of the town
- complainants and enquirers
- suppliers
- advisers, consultants and other professional experts
- business or other contacts, agents and contractors.

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data

Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- the residents of the town
- employees
- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- suppliers, providers of goods or services
- education, training establishments and examining bodies
- financial organisations and advisers
- persons making an enquiry or complaint
- the media
- local government

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Traffic Commissioner

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Traffic Commissioner

Reasons/purposes for processing information

We process personal information to enable us to carry out our responsibilities which includes goods operator licensing and enforcement, public service vehicle operator licensing and enforcement, vocational driver licensing and enforcement, managing and supporting our staff, maintain our accounts and records, and promoting the services we provide.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health condition
- offences and alleged offences
- criminal proceedings, outcomes and sentences
- trade union membership
- racial or ethnic origin

Who the information is processed about

We process personal information about:

- applicants and license holders
- offenders and suspected offenders
- professional advisers and consultants
- witnesses
- enquirers, complainants
- vehicle keepers
- suppliers and service providers
- employees

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- enquirers, complainants
- educators and examining bodies
- business associates
- financial organisations
- trade associations
- police forces
- local and central government
- prosecuting authorities
- courts, judges and magistrates
- other traffic commissioners and their agents
- foreign licensing authorities and police forces
- suppliers and service providers
- vehicle leasing and renting companies

Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

Unitary Authority

Description of Processing

The following is a very broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation directly to ask about your personal circumstances.

Nature of work – Unitary authority

Reasons/purposes for processing information

We process personal information to enable us to provide a range of government services to local people and businesses which include:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- provision of education
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- licensing and regulatory activities
- local fraud initiatives
- the provision of social services
- 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
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

Type/Classes of information processed

We process information relevant to the above reasons/purposes which may include:

- personal details
- family details

- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details
- housing needs
- visual images, personal appearance and behaviour
- licenses or permits held
- student and pupil records
- business activities
- case file information

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- political affiliation
- political opinions
- offences (including alleged offences)
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences

Who information is processed about

We process personal information about:

- customers
- suppliers
- staff, persons contracted to provide a service
- claimants
- complainants, enquirers or their representatives
- professional advisers and consultants
- students and pupils
- carers or representatives
- landlords
- recipients of benefits
- witnesses
- offenders and suspected offenders
- licence and permit holders
- traders and others subject to inspection
- people captured by CCTV images
- representatives of other organisations

Who information may be shared with

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the data protection act. What follows is a description of the types of organisations we may need to

share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- customers
- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- providers of goods and services
- financial organisations
- debt collection and tracing agencies
- private investigators
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- trade unions
- political organisations
- professional advisers
- credit reference agencies
- professional bodies
- survey and research organisations
- police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- students and pupils including their relatives, guardians, carers or representatives
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- courts, prisons
- customs and excise
- local and central government
- international law enforcement agencies and bodies
- security companies
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- press and the media
- healthcare professionals
- current past and prospective employers and examining bodies

- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service
- healthcare professionals

Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply fully with all aspects of the data protection act.

Youth Offending Team

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Youth Offending Team

Reasons/purposes for processing information

We process personal information to enable us manage children and young people subject to an offending prevention programme as part of either a voluntary arrangement or a statutory order and to support and manage our employees.

Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details
- goods and services

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- sexual life
- trade union membership
- criminal proceedings, outcomes and sentences
- information about offences or alleged offences

Who the information is processed about

We process personal information about:

- the children and young people we help
- advisers, consultants and other professional experts
- witnesses, victims
- offenders and suspected offenders
- employees

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- the Youth Justice Board
- police forces
- local and central government
- ombudsmen and regulatory authorities
- healthcare, social and welfare advisers
- voluntary and charitable organisations
- family, associates and representatives of the person whose personal data we are processing

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).