



Data Protection Register - Entry Details

Registration Number: Z7589390

Date Registered: 21 January 2003 **Registration Expires:** 20 January 2013

Data Controller: NORTHAMPTONSHIRE COUNTY COUNCIL

Address:
PO BOX 136
COUNTY HALL
NORTHAMPTON
NN1 1AT

This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002

This register entry describes, in very general terms, the personal data being processed by:

NORTHAMPTONSHIRE COUNTY COUNCIL

This register entry contains personal data held for 12 purpose(s)

Purpose 1

Staff Administration

Purpose Description:

Appointments or removals, pay, discipline, superannuation, work management or other personnel matters in relation to the staff of the data controller.

Data Controllers further description of Purpose:

THE ADMINISTRATION IN RELATION TO PROSPECTIVE, CURRENT AND PAST STAFF;
ADMINISTRATION IN RELATION TO THE APPOINTMENT AND WORK OF OTHER PUBLIC OFFICIALS (E.G. ASSESSORS, ELECTORAL REGISTRATION OFFICERS, REGISTRARS OF BIRTHS DEATHS AND MARRIAGE);
ADMINISTRATION IN RELATION TO THE PAYMENT OF EXPENSES AND ALLOWANCES OF ELECTED MEMBERS;
THE PLANNING AND MANAGEMENT OF THE COUNCIL'S WORKLOAD;
THE ADMINISTRATION OF AN OCCUPATIONAL HEALTH SERVICE;
THE MAKING OF HEALTH AND SAFETY PROVISIONS FOR STAFF INCLUDING THE OPERATION OF VIOLENT WARNING MARKER SYSTEMS;
PENSIONS ADMINISTRATION;
DISCIPLINARY MATTERS, INDUSTRIAL TRIBUNALS ETC;
STAFF TRAINING;
OPERATION AND MAINTENANCE OF E-MAIL SYSTEMS;
TELEPHONE LOGGING;
ADMINISTRATION OF CAR AND OTHER LOANS TO STAFF.

Data subjects are:

Customers and clients
Suppliers
Previous and prospective employers of the staff and referees
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
RELATIVES, GUARDIANS, ASSOCIATES AND REPRESENTATIVES OF STAFF;
MEMBERS OF THE PUBLIC WITH WHOM STAFF COME INTO CONTACT.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Racial or Ethnic Origin
Trade Union Membership
Physical or Mental Health or Condition
Offences (Including Alleged Offences)
Political affiliation (of elected members)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL); PROFESSIONAL ADVISERS OF THE COUNCIL.

Data subjects themselves

Relatives, guardians or other persons associated with the data subject

Current, past or prospective employers of the data subject

Healthcare, social and welfare advisers or practitioners

Education, training establishments and examining bodies

Financial organisations and advisers

Survey and research organisations

Local Government

Central Government

The media

Employment and recruitment agencies

Auditors

Courts / Tribunals

Careers service

Trade unions and staff associations

Transfers:

None outside the European Economic Area

Purpose 2

Advertising, Marketing, Public Relations, General Advice Services

Data Controllers further description of Purpose:

THE ADMINISTRATION OF PROMOTIONAL AND OTHER PUBLICITY CAMPAIGNS;

THE ADVERTISING AND PROMOTION OF THE COUNCIL AND ITS SERVICES INCLUDING BY

DIRECT MARKETING MEANS;

THE ADVERTISEMENT AND PROVISION OF GENERAL ADVICE TO MEMBERS OF PUBLIC ABOUT

COUNCIL SERVICES, CITIZEN RIGHTS ETC;

THE ADVERTISEMENT AND PROVISION OF GENERAL ADVICE TO MEMBERS OF PUBLIC ABOUT

NON-COUNCIL SERVICES ETC. (E.G. MAINTENANCE AND DISSEMINATION OF INFORMATION

ABOUT VOLUNTARY PROJECTS AND VOLUNTEERS);

PROMOTION OF LOCAL TOURISM;

HEALTH PROMOTION AND PUBLIC AWARENESS CAMPAIGNS OF ALL SORTS.

(NOTE: THIS PURPOSE DESCRIBES THE ADVERTISEMENT OR PROMOTION OF THE COUNCIL AS AN ORGANISATION AND THE PROVISION OF GENERAL INFORMATION ABOUT SERVICES NOT DESCRIBED BY ANY OF THE OTHER NOTIFIED PURPOSES BELOW)

Data subjects are:

Relatives, guardians and associates of the data subject
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
CORRESPONDENTS, ENQUIRERS, PERSONS TO WHOM THE COUNCIL PROVIDES, MAY PROVIDE OR HAS PROVIDED GOODS AND SERVICES;
PERSONS WHO MAY BE THE SUBJECT OF ENQUIRY, PRESS RELEASE OR OTHER PROMOTIONAL EXERCISE.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Racial or Ethnic Origin
PHYSICAL OR MENTAL HEALTH RECORD ETC. (WHERE RELEVANT TO ENQUIRY OR TO SERVICE BEING ADVERTISED OR PROMOTED)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
SCHOOL BOARDS (IN SCOTLAND);
USERS OF COUNCIL SERVICES.

Data subjects themselves

Relatives, guardians or other persons associated with the data subject

Education, training establishments and examining bodies

Suppliers, providers of goods or services

Persons making an enquiry or complaint

Trade, employer associations and professional bodies

Local Government

Central Government

Voluntary and charitable organisations
Political organisations
Religious organisations
The media
Auditors
Trade unions and staff associations

Transfers:

Worldwide

Purpose 3

Accounts & Records

Purpose Description:

Keeping accounts related to any business or other activity carried on by the data controller, or deciding whether to accept any person as a customer or supplier, or keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made or services provided by him or to him in respect of those transactions, or for the purpose of making financial or management forecasts to assist him in the conduct of any such business or activity

Data Controllers further description of Purpose:

THE ADMINISTRATION OF SUPPLIER RECORDS RELATING TO GOODS,
ORDERS, SERVICES
AND ACCOUNTS.

Data subjects are:

Customers and clients
Suppliers
School staff, members of school boards / boards of governors
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL)

Data classes are:

Personal Details
Employment Details
Financial Details

Racial or Ethnic Origin
Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
RECIPIENTS OF COUNCIL SERVICES

Data subjects themselves

Current, past or prospective employers of the data subject

Education, training establishments and examining bodies

Business associates and other professional advisers

Suppliers, providers of goods or services

Persons making an enquiry or complaint

Financial organisations and advisers

Credit reference agencies

Debt collection and tracing agencies

Trade, employer associations and professional bodies

Local Government

The media

Auditors

Courts / Tribunals

Trade unions and staff associations

Department of Environment, Transport and the regions

Transfers:

None outside the European Economic Area

Purpose 4

Property Management

Purpose Description:

The management and administration of land, property and residential property and the estate management of other organisations.

Data Controllers further description of Purpose:

THE MANAGEMENT AND ADMINISTRATION OF LAND, COMMERCIAL AND RESIDENTIAL PROPERTY LET BY THE COUNCIL;
ADMINISTRATION OF PROPERTY OCCUPIED BY THE COUNCIL;

THE SALE OR DISPOSAL OF PROPERTY OWNED BY THE COUNCIL;
ADMINISTRATION OF HOUSING AND PROPERTY GRANTS.

Data subjects are:

Suppliers
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
TENANTS (PAST, PRESENT AND POTENTIAL) OF COMMERCIAL
PROPERTY AND THEIR
AGENTS OR REPRESENTATIVES.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Employment Details
Financial Details
Goods or Services Provided
Racial or Ethnic Origin
Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
EMPLOYEES AND REPRESENTATIVES OF COMMERCIAL TENANTS
Data subjects themselves
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Credit reference agencies
Debt collection and tracing agencies
Survey and research organisations
Police forces
Local Government
The media
Data processors
Auditors
Courts / Tribunals
Department of Environment, Transport and the regions

Transfers:

None outside the European Economic Area

Purpose 5

Leisure and Cultural Services

Data Controllers further description of Purpose:

ADMINISTRATION OF LIBRARY AND LENDING SERVICES;
ADMINISTRATION OF THEATRES, GALLERIES AND ARTS CENTRES;
ADMINISTRATION OF YOUTH AND COMMUNITY CENTRES;
THE MARKETING AND ADVERTISING OF THESE SERVICES.

Data subjects are:

Suppliers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
MEMBERS, SUPPORTERS AND USERS OF COUNCIL LIBRARIES AND
OTHER COUNCIL RUN
OR OWNED FACILITIES;
ADVISORS, CONSULTANTS, PROFESSIONAL EXPERTS AND OTHER
NON-COUNCIL STAFF WORKING
IN LIBRARIES AND OTHER FACILITIES.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Goods or Services Provided
Racial or Ethnic Origin
Religious or Other Beliefs Of A Similar Nature
Membership Details
EMPLOYMENT DETAILS (IN RELATION TO CONCESSIONARY
CHARGES);
FINANCIAL DETAILS (FOR PROCESSING OF MEMBERSHIP AND
ADMISSION CHARGES ETC.);
PHYSICAL OR MENTAL HEALTH RECORDS (FOR THE IDENTIFICATION
OF ACCESS AND
OTHER NEEDS, MONITORING ETC.)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL); PROVIDERS OF SERVICES WITHIN COUNCIL OWNED/RUN FACILITIES; OTHER LOCAL AUTHORITIES
Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Education, training establishments and examining bodies
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Credit reference agencies
Debt collection and tracing agencies
Survey and research organisations
Voluntary and charitable organisations
The media
Auditors
Courts / Tribunals

Transfers:

Worldwide

Purpose 6

Environmental Health, Planning, Licensing, Registration and Regulation

Data Controllers further description of Purpose:

THIS PURPOSE DESCRIBES A WIDE RANGE OF LICENSING AND REGULATORY ACTIVITY INCLUDING:
TRADING STANDARDS;
CONSUMER PROTECTION;
PLANNING AND HIGHWAYS DEPARTMENT;
INVESTIGATION AND PROSECUTION WORK (INCLUDING THE SERVING OF ENFORCEMENT AND OTHER NOTICES) CONDUCTED BY TRADING STANDARDS, AND CONSUMER PROTECTION OFFICERS/DEPARTMENTS.
(NOTE 1: IN SOME CASES THERE ARE MORE SPECIFIC PURPOSES UNDER WHICH LICENSING OR REGISTRATION IS CONDUCTED, FOR INSTANCE, REGISTRATION OF CHILD MINDERS OR OLD PEOPLE'S HOMES WHICH ARE DESCRIBED UNDER THE SOCIAL SERVICES PURPOSE.

(NOTE 2: OTHER INVESTIGATIVE ACTIVITY IS DESCRIBED UNDER THE RELEVANT PURPOSE (FOR INSTANCE, BENEFITS ADMINISTRATION). MORE GENERAL WORK (FOR INSTANCE INITIATIVES UNDER THE CRIME AND DISORDER ACT) IS DESCRIBED UNDER THE PREVENTION OF CRIME PURPOSE.

Data subjects are:

Complainants, correspondents and enquirers
Offenders and suspected offenders
Witnesses
Police officers
Investigators
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
LICENCE AND PERMIT HOLDERS, APPLICANTS AND THEIR REPRESENTATIVES;
TRADERS AND OTHERS SUBJECT TO INSPECTION AND THEIR REPRESENTATIVES;
OTHER PROFESSIONAL EXPERTS ADVISORS AND CONSULTANTS TO THE COUNCIL.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Racial or Ethnic Origin
Offences (Including Alleged Offences)
Business activities of the data subject
PHYSICAL OR MENTAL HEALTH RECORD (FOR THE PURPOSE OF THE IDENTIFICATION OF AND MEETING OF SPECIAL NEEDS)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL)
Data subjects themselves
Relatives, guardians or other persons associated with the data subject

Education, training establishments and examining bodies
Persons making an enquiry or complaint
Financial organisations and advisers
Credit reference agencies
Trade, employer associations and professional bodies
Police forces
Private investigators
Local Government
Auditors
Courts / Tribunals
Department of Environment, Transport and the regions
Office of Fair Trading (OFT)

Transfers:

Worldwide

Purpose 7

Social Services

Data Controllers further description of Purpose:

PROVISION OF SOCIAL SERVICES, SOCIAL WORK SERVICES, SOCIAL WELFARE SERVICES;
LICENSING, INSPECTION AND ADMINISTRATION OF OLD PEOPLE'S HOMES AND CENTRES;
HOME HELP SERVICES;
SCHOOL MEALS AND SCHOOL CLOTHING;
CHILDREN AND RISK, ADOPTION AND FOSTERING;
REGISTRATION AND ADMINISTRATION OF CHILDMINDERS;
PROVISION OF SERVICES TO SICK OR DISABLED PERSONS;
TREATMENT AND REHABILITATION OF OFFENDERS;
PROVISION OF CARELINE SERVICES FOR RESIDENTS OF COUNCIL AND OTHER PROPERTIES.

Data subjects are:

Complainants, correspondents and enquirers
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
USERS (PAST AND PRESENT) OF SOCIAL SERVICES DEPARTMENT CHILDREN AND OTHER PERSONS AT RISK OR POTENTIALLY IN NEED OF HELP OR INTERVENTION OF SOCIAL SERVICES;

RELATIVES AND GUARDIANS OF CLIENTS AND PERSONS AT RISK;
ADVISORS AND REPRESENTATIVES OF CLIENTS, PERSONS AT RISK
AND THEIR RELATIVES OR
GUARDIANS;
OFFENDERS AND SUSPECTED OFFENDERS AGAINST PERSONS AT
RISK;
FOSTER PARENTS, CHILDMINDERS AND OTHER CARERS SUBJECT TO
REGULATION/
SUPERVISION BY SOCIAL SERVICES DEPARTMENT;
HEALTH AND SOCIAL WORK PROFESSIONALS, ADVICE WORKERS,
COURT OFFICIALS, POLICE
AND PROBATION OFFICERS ETC;
OTHER PROFESSIONAL EXPERTS ADVISORS, CONSULTANTS TO THE
SOCIAL SERVICES
DEPARTMENT.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Racial or Ethnic Origin
Political Opinions
Religious or Other Beliefs Of A Similar Nature
Physical or Mental Health or Condition
Sexual Life
Offences (Including Alleged Offences)
Business activities of the data subject
DATA HELD IN CONNECTION WITH OPERATION OF CARE LINES,
INCLUDING DATA RELATING
TO MEDICAL CONDITIONS AND CONTACT DETAILS OF GP'S, SOCIAL
WORKERS ETC.

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
RELATIVES, GUARDIANS OR REPRESENTATIVES OF USERS, CLIENTS,
PERSONS AT RISK,
OFFENDERS ETC;
CURRENT PAST OR PROSPECTIVE EMPLOYERS OF USERS, CLIENTS,
PERSONS AT RISK,
OFFENDERS ETC.;
HOME OFFICE AND AGENCIES

Data subjects themselves
Healthcare, social and welfare advisers or practitioners
Education, training establishments and examining bodies
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Police forces
Local Government
Voluntary and charitable organisations
Religious organisations
Auditors
Courts / Tribunals
Careers service
Department for education and employment
Department of health
Probation services

Transfers:

None outside the European Economic Area

Purpose 8

Education

Purpose Description:

The provision of education or training as a primary function or as a business activity.

Data Controllers further description of Purpose:

INTER-AGENCY INITIATIVES
PROVISION OF EDUCATION AND TRAINING COURSES;
ADMINISTRATION OF SCHOOLS AND COLLEGES;
ADMINISTRATION OF YOUTH AND COMMUNITY CENTRES;
PREPARATION OF DFEE RETURNS;
ADMINISTRATION OF STUDENT GRANTS AND AWARDS;
ADMINISTRATION OF SERVICES PROVIDED TO SCHOOLS AND COLLEGES;
ORGANISATION OF ELECTIONS TO BOARDS OF GOVERNORS AND SCHOOL BOARDS;
(NOTE: STAFF TRAINING/EDUCATION IS DESCRIBED UNDER PURPOSE 1 - ADMINISTRATION IN RELATION TO STAFF AND ELECTED MEMBERS.)

Data subjects are:

Suppliers

Complainants, correspondents and enquirers

Advisers, consultants and other professional experts

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED

MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND

OTHER PERSONS CONTRACTED TO

PROVIDE SERVICES ON BEHALF OF THE COUNCIL);

PUPILS AND STUDENTS, USERS OF YOUTH SERVICES;

RELATIVES, GUARDIANS, CARERS OR REPRESENTATIVES OF PUPILS
AND STUDENTS;

SCHOOL STAFF, MEMBERS OF SCHOOL BOARDS/BOARDS OF
GOVERNORS;

ELECTED MEMBERS

Data classes are:

Personal Details

Family, Lifestyle and Social Circumstances

Education and Training Details

Employment Details

Financial Details

Racial or Ethnic Origin

Religious or Other Beliefs Of A Similar Nature

Offences (Including Alleged Offences)

STUDENT AND PUPIL RECORDS;

PHYSICAL OR MENTAL HEALTH RECORD (FOR THE IDENTIFICATION
AND MEETING OF SPECIAL

NEEDS, MONITORING ETC.)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED

MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND

OTHER PERSONS CONTRACTED TO

PROVIDE SERVICES ON BEHALF OF THE COUNCIL);

RELATIVES, GUARDIANS, CARERS OF REPRESENTATIVES OF
STUDENTS AND PUPILS;

SCHOOL STAFF, MEMBERS OF SCHOOL BOARDS/BOARDS OF
GOVERNORS, YOUTH WORKERS;

DEPARTMENT OF HEALTH

Data subjects themselves

Healthcare, social and welfare advisers or practitioners

Education, training establishments and examining bodies

Suppliers, providers of goods or services

Financial organisations and advisers

Survey and research organisations

Police forces

Local Government

Voluntary and charitable organisations
Religious organisations
Auditors
Courts / Tribunals
Careers service
Trade unions and staff associations
Department for education and employment

Transfers:

Worldwide

Purpose 9

Crime Prevention and Prosecution of Offenders

Purpose Description:

Crime prevention and detection and the apprehension and prosecution of offenders.

Data Controllers further description of Purpose:

INITIATIVES UNDER THE CRIME AND DISORDER ACT;
PREPARATION AND SERVING OF ANTI SOCIAL BEHAVIOUR ORDERS;
COMMUNITY SAFETY PROGRAMMES.
OPERATION OF CCTV SYSTEMS IN PUBLIC PLACES WHERE THE
OBJECT IS THE PREVENTION
AND DETECTION OF CRIME;
INCLUDES USE OF CLOSED-CIRCUIT TELEVISION FOR THE
MONITORING AND
COLLECTION OF SOUND AND/OR VISUAL IMAGES FOR THE PURPOSE
OF MAINTAINING
THE SECURITY OF PREMISES, FOR PREVENTING CRIME AND
INVESTIGATING CRIME.
(NOTE: THIS PURPOSE IS DESIGNED TO DESCRIBE GENERAL CRIME
PREVENTION
INITIATIVES. MORE SPECIFIC ACTIVITIES, FOR INSTANCE, THE
INVESTIGATION AND
PROSECUTION OF CONTRACTOR FRAUD, ARE RECORDED UNDER
THE RELEVANT PURPOSES.)
RECORDING OF ANY ACCIDENTS OR INCIDENTS FOR HEALTH AND
SAFETY AND RELATED
REASONS

Data subjects are:

Customers and clients
Suppliers
Complainants, correspondents and enquirers
Offenders and suspected offenders
Employers
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
MEMBERS OF THE PUBLIC (WHOSE IMAGES MAY BE CAPTURED ON CCTV);
RECIPIENTS OF COUNCIL SERVICES;
COMPLAINANTS MEMBERS OF THEIR FAMILIES AND OTHER REPRESENTATIVES;
WITNESSES MEMBERS OF THEIR FAMILIES AND OTHER REPRESENTATIVES
THOSE INSIDE, ENTERING OR IN THE IMMEDIATE VICINITY OF THE AREA UNDER SURVEILLANCE.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Employment Details
Financial Details
Goods or Services Provided
Offences (Including Alleged Offences)
Criminal Proceedings, Outcomes And Sentences.
Business activities of the data subject
SOCIAL WORK AND OTHER RECORDS HELD IN CONNECTION WITH INITIATIVES UNDER
CRIME AND DISORDER ACT
PHYSICAL CHARACTERISTICS
SOUND AND/OR VISUAL IMAGES
PERSONAL APPEARANCE AND BEHAVIOUR

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND OTHER PERSONS CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
PARTNERS IN CRIME AND DISORDER ACT INITIATIVES
SECURITY ORGANISATIONS
Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject

Business associates and other professional advisers
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Trade, employer associations and professional bodies
Police forces
Private investigators
Local Government
Auditors
Courts / Tribunals
Department of Environment, Transport and the regions
Department of health

Transfers:

None outside the European Economic Area

Purpose 10

Corporate Functions

Purpose Description:

Data Controllers further description of Purpose:

THIS PURPOSE DESCRIBES A NUMBER OF GENERAL FUNCTIONS WHICH ARE NOT SPECIFIC TO ANY PARTICULAR SERVICE AREA INCLUDING:
ORGANISATION AND ADMINISTRATION OF COUNCIL MEETINGS;
LIAISON WITH CENTRAL GOVERNMENT;
LIAISON WITH OTHER LOCAL AUTHORITIES AND LOCAL AUTHORITY ASSOCIATIONS;
LIAISON WITH EU BODIES;
ADMINISTRATION AND ORGANISATION OF LOCAL AND NATIONAL ELECTIONS;
ADMINISTRATION AND OTHER INCIDENTAL ACTIVITIES IN RELATION TO DISTRICT COURTS (IN SCOTLAND);
ECONOMIC & COMMUNITY DEVELOPMENT, INCLUDING RESEARCH INTO THE LOCAL ECONOMY AND THE DEVELOPMENT OF INITIATIVES NOT DESCRIBED UNDER ANY MORE SPECIFIC PURPOSE;
THE MAKING OF HEALTH AND SAFETY PROVISIONS OF VISITORS TO COUNCIL

PREMISES AND OTHER PERSONS;
STATUTORY AUDIT;
RESEARCH AND ANALYSIS (INCLUDING BEST VALUE STUDIES,
SATISFACTION SURVEYS,
ORGANISATION OF CITIZENS PANELS);
OPERATION OF THE COUNCIL'S COMPLAINT'S PROCEDURE;
LEGAL SERVICES;
EMERGENCY PLANNING.

Data subjects are:

Suppliers
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
RECIPIENTS OF COUNCIL SERVICES, THEIR RELATIVES AND
REPRESENTATIVES, LOCAL
RESIDENTS;
REPRESENTATIVES OF OTHER ORGANISATIONS (E.G. OTHER LOCAL
AUTHORITIES,
ASSOCIATIONS, GOVERNMENT DEPARTMENTS, EU ETC)

Data classes are:

Personal Details
Employment Details
Financial Details
Goods or Services Provided
Physical or Mental Health or Condition
RESPONSES TO SURVEYS AND OTHER FORMS OF RESEARCH

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL);
LOCAL GOVERNMENT ASSOCIATION;
COSLA (IN SCOTLAND)
SCOTTISH ASSEMBLY (IN SCOTLAND)
WELSH ASSEMBLY (IN WALES)
FIRE SERVICE

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
Healthcare, social and welfare advisers or practitioners

Trade, employer associations and professional bodies
Police forces
Local Government
Central Government
Voluntary and charitable organisations
Religious organisations
Auditors
E U Bodies

Transfers:

Worldwide

Purpose 11

Other non - commercial activities

Data Controllers further description of Purpose:

THIS GENERAL PURPOSE IS DESIGNED TO DESCRIBE OTHER RELATIVELY MINOR, NON-COMMERCIAL USES OF PERSONAL DATA. ACTIVITIES COVERED ARE:

ADMINISTRATION OF GRANTS (NOTE: WHERE A SPECIFIC PURPOSE EXISTS, FOR INSTANCE EDUCATION, THEN ADMINISTRATION OF THOSE GRANTS IS DESCRIBED THERE.);
MAINTENANCE OF PUBLIC GROUNDS;
PROVISION OF MANAGEMENT, ACCOUNTANCY AND ADMINISTRATIVE SERVICES TO OTHER ORGANISATIONS (E.G. VOLUNTARY SECTOR PROJECTS)
(NOTE: ANY ADDITIONAL USES OF PERSONAL DATA SHOULD BE LISTED ON A SEPARATE SHEET WHICH NEEDS TO BE SENT BACK WITH THIS APPLICATION. MAKE SURE YOU INCLUDE THE PURPOSE CODE AND DESCRIPTION FOR WHICH THIS TEXT APPLIES)

Data subjects are:

Customers and clients
Suppliers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Students and pupils
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY EMPLOYEES, ELECTED MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND

OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL)

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Goods or Services Provided
Racial or Ethnic Origin
MENTAL AND PHYSICAL HEALTH RECORDS (TO THE IDENTIFICATION
AND MEETING
OF SPECIAL NEEDS)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL)
Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Education, training establishments and examining bodies
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces
Local Government
Central Government
Voluntary and charitable organisations
Auditors
Courts / Tribunals
Claimants, beneficiaries, assignees, payees

Transfers:

None outside the European Economic Area

Purpose 12

Other Commercial Services

Data Controllers further description of Purpose:

THIS GENERAL PURPOSE IS DESIGNED TO DESCRIBE OTHER
RELATIVELY MINOR,

COMMERCIAL USES OF PERSONAL DATA. ACTIVITIES COVERED ARE:
GENERAL INSURANCE ADMINISTRATION INCLUDING CLAIMS
HANDLING AND INVESTIGATION;
COMMERCIAL REFUSE COLLECTION;
PAYSLIP MAILINGS ON BEHALF OF COMMERCIAL ORGANISATIONS;
SALE OF BURIAL PLOTS, PROVISION OF CEMETERY AND
CREMATORIA SERVICES (ON A
COMMERCIAL BASIS);
LOANS ADMINISTRATION;
PROVISION OF MANAGEMENT, ACCOUNTANCY AND ADMINISTRATIVE
SERVICES TO OTHER
ORGANISATIONS (E.G. VOLUNTARY SECTOR PROJECTS);
ADMINISTRATION OF CAR PARKS;
ADMINISTRATION OF 'ABANDONED VEHICLES' SYSTEM;
OPERATION OF CARAVAN SITES.
(NOTE: ANY ADDITIONAL USES OF PERSONAL DATA SHOULD BE
LISTED ON A SEPARATE
SHEET WHICH NEEDS TO BE SENT BACK WITH THIS APPLICATION.
MAKE SURE YOU INCLUDE
THE PURPOSE CODE AND DESCRIPTION FOR WHICH THIS TEXT
APPLIES)

Data subjects are:

Customers and clients
Suppliers
COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL)

Data classes are:

Personal Details
Employment Details
Financial Details
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COUNCIL STAFF (INCLUDING PERMANENT AND TEMPORARY
EMPLOYEES, ELECTED
MEMBERS, VOLUNTEERS, CONSULTANTS, SELF EMPLOYED AND
OTHER PERSONS CONTRACTED TO
PROVIDE SERVICES ON BEHALF OF THE COUNCIL)
Data subjects themselves
Suppliers, providers of goods or services
Financial organisations and advisers
Credit reference agencies

Debt collection and tracing agencies
Trade, employer associations and professional bodies
Police forces
Local Government
Central Government
Auditors
Courts / Tribunals
Trade unions and staff associations
Claimants, beneficiaries, assignees, payees

Transfers:

None outside the European Economic Area

Statement of exempt processing:

This data controller also processes personal data which is exempt from notification

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