



Information Commissioner's Office

## Data Protection Register - Entry Details

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**Registration Number: Z5133126**

**Date Registered: 23 January 2001**

**Data Controller: WEALDEN DISTRICT COUNCIL**

**Address:**

VICARAGE LANE  
HAILSHAM  
EAST SUSSEX  
BN27 2AX

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

WEALDEN DISTRICT COUNCIL

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

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### 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:**

IN RELATION TO STAFF AND ELECTED MEMBERS  
THIS PURPOSE INCLUDES:  
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 COUNCILS WORKLOAD  
THE MAKING OF HEALTH AND SAFETY PROVISIONS FOR STAFF INCLUDING THE OPERATION OF VIOLENT WARNING MARKER SYSTEMS  
DISCIPLINARY MATTERS, INDUSTRIAL TRIBUNALS ETC.  
STAFF TRAINING  
OPERATION AND MAINTENANCE OF EMAIL 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

PAST, PRESENT AND POTENTIAL 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):**

S 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 THE COUNTY COUNCIL 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  
Education, training establishments and examining bodies  
Financial organisations and advisers  
Survey and research organisations  
Police forces  
Local Government  
Central Government  
The media  
Employment and recruitment agencies  
Auditors  
Courts / Tribunals  
Careers service  
Trade unions and staff associations  
Audit commission

**Transfers:**

None outside the European Economic Area

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## Purpose 2

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

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## **Purpose 3**

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  
HOUSING ALLOCATION AND ADMINISTRATION OF WAITING LISTS (INCLUDING LISTS FOR NON-COUNCIL OWNED PROPERTIES)  
OPERATION OF HOUSING CARE LINES FOR COUNCIL AND OTHER PROPERTIES  
CONDUCT OF HOUSING NEEDS SURVEYS  
(NOTE: HOUSING BENEFIT IS COVERED BY THE BENEFITS ADMINISTRATION PURPOSE)

### **Data subjects are:**

Suppliers  
Landlords

TENANTS OF RESIDENTIAL PROPERTY AND OTHER RESIDENTS OF THE BOROUGH (PAST, PRESENT AND POTENTIAL) AND MEMBERS OF THEIR FAMILIES/HOUSEHOLDS.  
TENANTS (PAST PRESENT AND POTENTIAL) OF COMMERCIAL PROPERTY AND THEIR AGENTS OR REPRESENTATIVES.  
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)  
GENERAL PRACTITIONER, SOCIAL WORKERS ETC. (IN CONNECTION WITH CARE LINE SERVICES)

### **Data classes are:**

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

DETAILS OF HOUSING NEEDS ( FOR THE IDENTIFICATION OF HOUSING NEEDS, MONITORING ETC.)  
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):**

EMPLOYEES AND REPRESENTATIVES OF COMMERCIAL TENANTS  
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  
Healthcare, social and welfare advisers or practitioners  
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  
Auditors  
Courts / Tribunals  
Department of Environment, Transport and the regions  
Housing associations

**Transfers:**

None outside the European Economic Area

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## Purpose 4

Leisure and Cultural Services

**Data Controllers further description of Purpose:**

ADMINISTRATION OF THEATRES, GALLERIES AND ARTS CENTRES  
ADMINISTRATION OF YOUTH AND COMMUNITY CENTRES  
ADMINISTRATION OF SPORTS CENTRES, SWIMMING POOLS AND PUBLIC HALLS  
ADMINISTRATION OF PARKS  
ADMINISTRATION OF ALLOTMENTS  
ADMINISTRATION OF LENDING SERVICES  
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 RUN OR OWNED FACILITIES  
ADVISORS, CONSULTANTS, PROFESSIONAL EXPERTS AND OTHER NON-COUNCIL STAFF  
WORKING IN COUNCIL-OWNED 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  
Physical or Mental Health or Condition  
Offences (Including Alleged Offences)  
Membership Details

EMPLOYMENT DETAILS (IN RELATION TO CONCESSIONARY CHARGES)  
FOR THE IDENTIFICATION OF ACCESS AND OTHER NEEDS, MONITORING

ETC.  
EDUCATION DETAILS (IN RELATION TO YOUTH CLUBS ETC)  
FINANCIAL DETAILS (FOR PROCESSING OF MEMBERSHIP AND ADMISSION CHARGES ETC)  
HEALTH AND FITNESS RECORDS (IN RELATION TO SPORTS AND LEISURE CENTRES)

**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

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## Purpose 5

Assessment and Collection of Council Tax and National Non-Domestic Rates

**Data Controllers further description of Purpose:**

CALCULATION AND ASSESSMENT OF RATES/TAX DUE  
CONDUCT OF COUNCIL TAX CANVASSES  
ISSUE OF NOTICES AND DEMANDS  
COLLECTION AND PROCESSING OF PAYMENTS  
DEBT TRACING AND COLLECTION OF COUNCIL TAX AND RATES

**Data subjects are:**

Relatives, guardians and associates of the data subject  
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)  
COUNCIL TAX OR RATE PAYERS (PAST, PRESENT AND POTENTIAL)

**Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Employment Details  
Financial Details  
Business activities of the data subject

## **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  
Business associates and other professional advisers  
Suppliers, providers of goods or services  
Financial organisations and advisers  
Debt collection and tracing agencies  
Survey and research organisations  
Local Government  
The media  
Auditors  
Courts / Tribunals  
Department of social security  
Landlords

## **Transfers:**

None outside the European Economic Area

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## **Purpose 6**

Benefits, Grants and Loans Administration

## **Purpose Description:**

The administration of welfare and other benefits.

## **Data Controllers further description of Purpose:**

ADMINISTRATION OF HOUSING AND COUNCIL TAX BENEFITS  
PROCESSING APPLICATIONS, ASSESSING CLAIMS, PAYMENT OF BENEFITS  
INVESTIGATION OF SUSPECT CLAIMS

## **Data subjects are:**

Suppliers  
Offenders and suspected offenders  
Police officers  
Investigators  
Employers  
Landlords

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)  
CLAIMANTS AND RECIPIENTS OF BENEFITS  
RELATIVES, GUARDIANS AND REPRESENTATIVES OF CLAIMANTS AND RECIPIENTS  
REPRESENTATIVES OF OTHER PUBLIC BODIES (E.G. BENEFITS AGENCY, OTHER LOCAL AUTHORITIES) HELD IN RELATION TO THE ASSESSMENT AND INVESTIGATION CLAIMS  
WITNESSES (IN RELATION TO INVESTIGATION OF ALLEGED FRAUDULENT CLAIMS)

## **Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Financial Details  
Physical or Mental Health or Condition  
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)  
BENEFITS FRAUD INSPECTORATE  
FINANCIAL ORGANISATIONS (WHERE BENEFIT IS PAID INTO BANK ACCOUNTS)

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Current, past or prospective employers of the data subject  
Survey and research organisations  
Police forces  
Private investigators  
Local Government  
The media  
Courts / Tribunals  
Audit commission  
Department of Environment, Transport and the regions  
Department of social security  
Landlords

**Transfers:**

None outside the European Economic Area

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## Purpose 7

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:  
THE ISSUE AND ADMINISTRATION OF LICENSES FOR INSTANCE STREET TRADERS, TAXI DRIVERS ETC.  
ENVIRONMENTAL HEALTH  
PLANNING & HIGHWAYS DEPARTMENTS  
INVESTIGATION AND PROSECUTION WORK INCLUDING THE SERVING OF ENFORCEMENT AND OTHER NOTICES  
REGISTRATION OF DOOR SUPERVISORS  
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 PURPOSES (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  
Tenants

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  
PERSONS 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 OR CONDITION (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  
Survey and research organisations  
Trade, employer associations and professional bodies  
Police forces  
Private investigators  
Local Government  
Ombudsmen and regulatory authorities  
The media  
Auditors  
Courts / Tribunals  
Department of Environment, Transport and the regions  
Office of Fair Trading (OFT)

**Transfers:**

Worldwide

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# Purpose 8

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 & DISORDER ACT INCLUDING PARTICIPATION IN CRIME  
REDUCTION PARTNERSHIPS, SERVING OF ANTI SOCIAL BEHAVIOUR ORDERS  
ETC  
OPERATION OF CCTV SYSTEMS IN SHOPPING CENTRES, HOUSING ESTATES,  
COUNCIL  
PREMISES WHERE THE OBJECT IS THE PREVENTION AND DETECTION OF  
CRIME  
COMMUNITY SAFETY PROGRAMMES.  
NOTE. THIS PURPOSE IS DESIGNED TO DESCRIBE GENERAL CRIME  
PREVENTION INITIATIVES.  
MORE SPECIFIC ACTIVITIES, FOR INSTANCE THE INVESTIGATION AND  
PROSECUTION  
OF CASES OF BENEFIT FRAUD ARE RECORDED UNDER THE RELEVANT  
PURPOSES.

## **Data subjects are:**

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

## **Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Employment Details  
Financial Details  
Offences (Including Alleged Offences)  
Business activities of the data subject

SOCIAL WORK, MEDICAL, EDUCATION RECORDS  
SOCIAL WORK AND OTHER RECORDS HELD IN CONNECTION WITH  
INITIATIVES  
UNDER CRIME AND DISORDER ACT

## **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)  
OTHER MEMBERS OF CRIME AND DISORDER PARTNERSHIPS TO WHICH THE  
COUNCIL BELONGS

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Current, past or prospective employers of the data subject  
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 health  
Probation services  
Department of social security

**Transfers:**

None outside the European Economic Area

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## **Purpose 9**

Corporate Functions

**Purpose Description:**

**Data Controllers further description of Purpose:**

ORGANISATION AND ADMINISTRATION OF COUNCIL MEETINGS  
LIASON WITH CENTRAL GOVERNMENT  
LIASON WITH OTHER LOCAL AUTHORITIES AND LOCAL AUTHORITY  
ASSOCIATIONS  
LIASON WITH EU BODIES  
ADMINISTRATION AND ORGANISATION OF LOCAL AND NATIONAL ELECTIONS  
ADMINISTRATION AND OTHER INCIDENTAL ACTIVITIES IN RELATION TO  
DISTRICT COURTS  
(IN SCOTLAND)  
ECONOMIC 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  
(THIS PURPOSE DESCRIBES A NUMBER OF GENERAL FUNCTIONS WHICH  
ARE NOT  
SPECIFIC TO ANY PARTICULAR SERVICE AREA)  
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)

**Data classes are:**

Personal Details  
Employment Details  
Financial Details  
Goods or Services Provided  
Physical or Mental Health or Condition  
Details of complaints

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  
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

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## Purpose 10

Other non - commercial activities

**Data Controllers further description of Purpose:**

ADMINISTRATION OF CONCESSIONARY TRAVEL AND OTHER CONCESSIONARY SCHEMES  
TOWN TWINNING  
ADMINISTRATION OF GRANTS (NOTE: WHERE A SPECIFIC PURPOSE EXISTS, FOR INSTANCE EDUCATION, THEN ADMINISTRATION OF THOSE GRANTS IS DESCRIBED THERE)  
REFUSE COLLECTION FROM RESIDENTIAL PROPERTIES  
PROVISION OF CEMETERY AND CREMATORIA SERVICES (ON A NON-COMMERCIAL BASIS)  
MAINTENANCE OF PUBLIC GROUNDS  
PROVISION OF MANAGEMENT, ACCOUNTANCY AND ADMINISTRATIVE SERVICES TO OTHER ORGANISATIONS (E.G. VOLUNTARY SECTOR PROJECTS)  
STREET SWEEPING

'MEALS ON WHEELS' SERVICE  
PROVISION OF SERVICES ON BEHALF OF PARISH AND COUNTY COUNCILS  
(THIS GENERAL PURPOSE IS DESIGNED TO DESCRIBE OTHER RELATIVELY  
MINOR  
NON-COMMERCIAL USES OF PERSONAL DATA.)

**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

PHYSICAL OR MENTAL RECORD (FOR 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  
Religious organisations  
Auditors  
Courts / Tribunals  
Claimants, beneficiaries, assignees, payees

**Transfers:**

None outside the European Economic Area

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## Purpose 11

Other Commercial Services

**Data Controllers further description of Purpose:**

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  
LAND CHARGES  
(THIS GENERAL PURPOSE IS DESIGNED TO DESCRIBE OTHER RELATIVELY  
MINOR,  
COMMERCIAL USES OF PERSONAL DATA.)

**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

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## Purpose 12

Advertising, Marketing, Public Relations, General Advice Services

**Data Controllers further description of Purpose:**

THIS PURPOSE INCLUDES:  
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

**Data subjects are:**

Relatives, guardians and associates of the data subject

CORRESPONDENTS, ENQUIRERS, PERSONS TO WHOM THE COUNCIL  
PROVIDES, MAY  
PROVIDE OR HAS PROVIDED GOODS OR SERVICES  
PERSONS WHO MAY BE THE SUBJECT OF ENQUIRY, PRESS RELEASE OR  
OTHER  
PROMOTIONAL EXERCISE  
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  
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):**

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  
Political organisations  
The media  
Auditors  
Trade unions and staff associations

**Transfers:**

Worldwide

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