

# Privacy Statement

## Privacy Policy

At the Parish of St Helier, we are committed to protecting your privacy and have created this Privacy Policy to explain to you what information we collect, how we collect it and how that information is then used.

## Definitions

'We', 'our' or 'us' - means the Parish of St Helier

'You', or 'your' - means any person using the services of the Parish of St Helier

'Information' - means all the different forms of information with which you provide us and which we collect in carrying out our duties and in providing services to you.

## How we obtain your information

We often need to collect information so that we can provide you with our full range of services and fulfil our statutory responsibilities. Much of the information we hold comes directly from you. For example, this includes information that you have given us when paying your rates or when filling out a query box on our website.

We also process data that is the responsibility of:

- the other parishes in the Island to create driving licences; and
- the States of Jersey, to enable you to vote in elections locally.

## How we use your information

We use your information to provide our services to you. The Parish of St Helier provides a broad range of services both to its local parishioners and also to the Island community. In summary, we collect information provide services in respect of:

- Rates
- Elections
- Firearms
- Parking
- Registering of births, deaths, marriages and civil partnerships
- Property rentals
- Liquor licensing
- Branchage
- Rubbish and recycling

- Pest control
- Pets and domestic animals
- Nuisance and noise complaints
- Damp and condensation
- Impounded vehicles and roads
- Public infrastructure within St Helier
- Honorary police
- Old age homes and nurseries
- Disabled access

### **What we do with your information**

We take privacy seriously and do not share your information unless it is essential to provide you with a service. We may provide information to our employees, business partners and carefully selected third party providers, other parishes or the States of JErsey to fulfil our services to you or to meet our legal obligations. We may also share your information in the following ways:

- when we have your permission to share the information;
- when you have been given prior notice your information may be shared; and
- when we are required by law to disclose your information

### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information.

### **Retention periods**

We keep information only for as long as necessary to provide services to you. We apply different retention periods to different types of information and depending on the service being provided. A schedule of our retention periods is shown below:

<b>Subject</b>	<b>Retention Period</b>
Rates	10 years
Elections	3 years Postal vote letters: 5 years
Driving licences	10 years
Firearms	20 years

Parking	12 months post-cessation of agreement
Registration of british, deaths, marriages and civil partnerships	Indefinitely
Property rentals	12 months post-cessation of agreement
Liquor licensing	Indefinitely
Branchage	Indefinitely
Rubbish and recycling	Indefinitely
Pest control	12 months
Pets and domestic animals	Indefinitely
Nuisance and noise complaints	12 months
Damp and condensation	12 months
Impounded vehicles and roads	7 years
Public infrastructure within St Helier	12 months
Honorary Police	Police charge sheets are destroyed once passed to the States of Jersey Police  Body camera - 30 days if not marked as evidence and 999 years if marked as evidence
Residential care homes	Indefinitely
Westmount Day Nursery	Certain information is retained until the child's 25th birthday
Disabled access	12 months post-cessation of agreement
Town Centre database	Indefinitely, unless trader unsubscribes

## Website

The Parish of St Helier maintains a website at [www.sthelier.je](http://www.sthelier.je).

Cookies are used in our website. Cookies are small data files that are placed onto your computer's hard drive or in your web browser memory when you visit a website. Almost every website uses cookies. Cookies help to make your experience of using a website better. For example, they can remember the information you have previously supplied to a website. What cookies do not do is store confidential information about you personally. The cookies on our website simply allows us to track the generic usage of our website - not your individual behaviour. You can prevent or modify the use of cookies by websites you visit via the settings of your web browser software. However this may mean you will not have access to all the functions of our website if you do so.

The Parish of St Helier uses Google Analytics, a web-based analysis service provided by Google, that tracks and reports website traffic. This allows us to analyse the use of our website by you and continue to improve our services to you. Whenever someone visits a website that uses Google Analytics, Google tracks that visit via the user's IP address to determine the user's approximate geographical location. If you wish to prevent Google from collecting and processing data related to your use of our website, please download the [user plug-in](#).

The Parish of St Helier has social media plug-ins on our website. These plug-ins are visible at the top left-hand side of our website and are identifiable by small icons. If you click on these plug-ins, you will be taken directly to the social media channel in your browser, and the Parish is not responsible for the information that is collected by any social media channel once you land on their pages.

### **Updates to this Privacy Policy**

If you have any questions or queries about:

- our Privacy Policy;
- how we use your information; or
- if you wish to have your information modified, deleted or to gain access to the information held about you

please contact our Data Protection Officer: Mrs Alison Roberts.

Email: [alison.roberts@sthelier.je](mailto:alison.roberts@sthelier.je)

Telephone: 01534 811880

You have the right to make a complaint to the Office of the Data Commissioner in the Jersey/ Data Protection Authority if you are unhappy with how we have handled your information.