

Privacy Notice Appendix



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1.1 Cemeteries

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
36	All	Parish Cemeteries	Identity, contact, payment	Family members, funeral directors	Public function	IT service providers, accountants, auditors	None	Contractual	Personal data is recorded in bound volumes so the retention period is set by when volumes are completed, plus 20 years – please contact us if you would like more details

*excluding other public authorities where disclosure of personal data is in accordance with Jersey Law

1.2 Customer Services

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
	POSH	Disabled Badges	Identity, contact details, photo, signature, date of birth, nature of disability. If you have a permanent and substantial disability, we collect a certificate from your doctor	Medical professionals	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Road Traffic (Disabled Persons) (Badges for Motor Vehicles) (Jersey) Order 1982	None	None	Statutory	5 years
	POSH	Changing Places	Identity, contact details, date of	Family member or carer	Public function	None	None	N/A	3 years

			birth, health & safety details, information about the need for the facility. Identity & contact details of carer(s).						
	POSH	Keys for disabled toilets	Identity, contact details & nature of disability	None	Public function	None	None	N/A	3 years
	POSH	Carers' permits	Identity, contact & vehicle details	None	Public function	None	None	N/A	3 years

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**please feel free to contact us for details about why we have included this

1.3 Constables Secretary

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
10.1	All	Correspondence	Identity, contact and other information you choose to provide	None	Public function	Dependent on circumstances – if appropriate to share your data we would seek your consent before doing so	None	N/A	20 years
31	All	Parish Magazine	Identity, contact, payment	None	Various/ exempt. Please contact your Parish Hall team for more information	Printers and other service providers, accountants and auditors	None	N/A	3 years
40	All	Social media	Identity, contact and other	Social media providers	Various/ exempt. Please	Our social media presence is	Please refer to the	N/A	1 year

			information you choose to provide		contact your Parish Hall team for more information	accessible by the public	relevant social media provider's data protection policy or contact us if you have any concerns		
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1.4 Community Services

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
25	All	Community Services	Identity, contact, health details, payment, assistance required	SoJ Police, GoJ departments , medical professionals , family members, members of the public	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c	IT service providers, accountants, auditors	None	N/A	While volunteering or receiving assistance plus 1 year
10.1	All	Correspondence	Identity, contact & other information you choose to provide	None	Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent before doing so	None	N/A	20 years
26	All	Covid-19	Identity, contact,	GoJ CLS department,	Public function:	CLS department,	None	N/A	Until the pandemic is

			health details, payment, assistance required	Bosdet foundation, family members, members of the public	the exercise of any functions of a public authority DPJL sch. 2 13c & Public Health DPJL sch. 2 16	medical professionals, accountants, auditors			declared over
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1.5 Finance

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
10.1	All	Correspondence	Identity, contact and other information you choose to provide	None	Public function	Dependent on circumstances – if appropriate to share your data we would seek your consent before doing so	None	N/A	20 years
28	All	Administration of Trusts	Identity, contact	Trustees, other professional service providers	Public function	Trustees, other professional service providers, accountants, auditors	None	N/A	20 years
29	All	Charitable donations	Identity, contact	Recipients of donations	Public function	Accountants, auditors	None	N/A	10 years

41	All	Accounting and audit	Audit rules require that our auditors have unfettered access to our records, insofar as these relate to our accounts, so any/all personal data held by the parish is in scope for this purpose	None	Public function	Accountants, auditors	None	N/A	10 years
41.1	All	Insurance	Identity, contact and other details relevant to the policy or any claim	Insurers and others concerned with the policy or any claim	Contract	Insurers	None	Contractual	5 years

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1.6 Honorary Police

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
3	All	Honorary Police	Identity, contact, date of birth, occupation, appropriate adult, conduct, offence, photograph, video footage, sanction (e.g. fine), payment, criminal record & health details	Other competent authorities as defined by DPJL sch. 1, other GoJ departments, members of the public, JSPCA	Public function: the administration of justice DPJL sch. 2 13 (a) and functions of a police officer DPJL sch. 2 25 in accordance with the Honorary Police (Jersey) Law 1974 & other legislation	Other competent authorities as defined by DPJL sch. 1, JSPCA, accountants, auditors	None	Statutory	20 years
10.1	All	Correspondence	Identity, contact and other information	None	Public function	Dependent on circumstance – if	None	N/A	20 years

			you choose to provide			appropriate to share your data we would seek your consent before doing so			
24	All	Removal of vehicales	Identity, contact and other information you choose to provide	DVS	Public function	Motor vehicle removal operators, accountants, auditors	None	Statutory	10 years
38	POSS POSO POSMY POSP POSM N POSC POSH	CCTV and body worn video	Video footage of your presence and appearance , conduct, date, time, and location data	N/A	Public function: functions of a police officer DPJL sch. 2 25 in accordance with the Honorary Police (Jersey) Law 1974 & legitimate interests - to secure and protect parish staff,	SoJ Police	None	N/A	30 days

					property and other assets				
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1.7 Human Resources

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
39	All	Recruitment (please refer to our internal notice if you are a current / past employee)	Identity, contact and other information provided by you on your cv or other form of application	Recruitment agencies, referees & criminal record check organisations	Contract	Recruitment and other advisers including, where stated (e.g. in our staff handbook), procureurs and other members of the municipality	None	Re employment: contractual	In the event an application is not successful: 6 months after the vacancy was filled.

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1.8 Infrastructure

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
17	All	Choses Publique	Identity, contact, payment	None	Public function	SoJ Police licencing unit, accountants, auditors	None	Statutory	5 years after change of licensee
18	All	Visite Royale	Identity, contact, details re property / land owned / occupied, infraction	Owner of land/ property (if leased)	Public function	Royal Court. Judicial Greffe	None	Statutory	20 years
19	All	Branchage	Identity, contact, details re property / land owned / occupied, infraction, payment	Owner of land / property (if leased)	Public function	Accountants, auditors. In the event a penalty is not paid: Petty Debts Court	None	Statutory	5 years
22	All						None	N/A	3 years

32	All	Permission for installation of overhead cables	Identity, contact	Jersey Electricity Plc, Department for Infrastructure , contractors	Public function	Jersey Electricity Plc, Department for Infrastructure , contractors	None	Statutory	10 years
33	All	Supervision of gas installations	Identity, contact	Jersey Gas	Public function	Jersey Gas	None	Statutory	10 years
34	All	Water supply disconnection notices	Identity, contact	Jersey Water	Public function	Jersey Water Limited	None	Statutory	10 years
37	All	Use of parish land to display signs or install moveable structures	Identity, contacts, payment	Planning department	Public function	Planning department, accountant, auditors	None	Statutory	10 years
38	POSS POSO POSMY POSP POSM N POSC POSH	CCTV	Video footage of your presence & appearance , date, time & location data	N/A	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c & legitimate	SoJ Police	None	N/A	30 days

					interests - to secure and protect parish staff, property and other assets				
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1.9 Municipal Services Depot

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
38	POSS POSO POSMY POSP POSMN POSC POSH	CCTV	Video footage of your presence & appearance, date, time & location data	N/A	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c & legitimate interests - to secure and protect parish staff, property and other assets	SoJ Police	None	N/A	30 days
10.1	All	Correspondence	Identity, contact and other	None	Public function	Dependent on circumstance	None	N/A	20 years

			information you choose to provide			- if appropriate to share your data we would seek your consent before doing so			
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1.10 Parish Secretary

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
5	All	Administration of candidates standing for election	Identity, contact, and other details depending on the office including declarations re disqualification and, where relevant, political affiliations - see nomination forms on www.vote.je & the parish website or contact us for more details	Jersey Electoral Authority, States Greffe, Judicial Greffe, other parishes	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Elections (Jersey) Law 2002 and other legislation	Jersey Electoral Authority, States Greffe, Judicial Greffe, Law Officers Department, other parishes & service providers	None	Statutory	5 years

6	All	Parish Assemblies	Identity (if you address the assembly or participate in another way e.g. seconding a nomination) you choose to provide	None	Public function. If you participate in an unofficial capacity we will also ask for your consent before publishing your name or other information about you on the internet	Minutes are a public record	None	Statutory	Minutes are retained in perpetuity - by the parish initially, then Jersey Archive. Other records: 20 years
7	All	Electoral Assemblies	Identity (if you address the assembly or participate in another way e.g. seconding a nomination)	None	Public function. If you participate in an unofficial capacity we will also ask for your consent before publishing your name	Minutes are a public record	None	Statutory	Minutes are retained in perpetuity - by the parish initially, then Jersey Archive. Other records: 20 years

					or other information about you on the internet				
10	All	Parish Committees	Identity, contact and other details relevant to the function / transaction	None	Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent before doing so. Roads Committee & Shadow Conseil minutes are public record	None	N/A	20 years
10.1	All	Correspondence	Identity, contact & other information you choose to provide	None	Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent	None	N/A	20 years

						before doing so			
12	All	Jersey Driving Licences	Identity (including copying an id document for 1st application), contact, date of birth, photograph, vehicle categories, payment, health, licence endorsements	Magistrates court, DVS, other parishes, other licencing authorities, health professionals	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Road Traffic (Jersey) Law 1956	Other parishes, other licencing authorities, medical professionals , fitness to drive assessors, IT service providers, accountants, auditors	If you exchange a Jersey licence for a foreign licence (or vice versa) we will transfer information necessary for the exchange. Our IT system provider's subcontract or may have occasional incidental access to personal data. EU approved standard contractual clauses are in place to secure your rights in respect of this data.	Statutory	16 years

15	All	Firearms Certificates	Identity, contact, date & place of birth, nationality, occupation, basis of occupation of home, previous addresses in last 5 years, photograph, payment, name of GP, referees, health, criminal record, previous certificates, firearms & ammunition, club membership, reason for possession, land permitted to shoot on	SoJ Police, referees, medical professionals, criminal record checking organisations	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Firearms (Jersey) Law 2000	Other parishes, SoJ Police, medical professionals, accountants, auditors	None	Statutory	20 years
27	All	Covid-10 contact tracing	Identity, contact, dates & times present	None	Consent	GoJ contact tracing team	None	N/A	21 days

37.1	All	Parish compliments, comments and complaints	Identity, contact, details of complaint including details of relevant member(s) of the Parish team	N/A	Public function	Please refer to our policy for details. If we need to share your personal data beyond the scope of this policy we will contact you to discuss and seek your consent	None	N/A	10 years
40.1	All	Other electronic communications e.g. our email newsletter	Identity, contact and other information provided by you for this purpose e.g. your email address & preferences	None	Consent	None	None	N/A	Until you withdraw your consent or unsubscribe e.g. by using the link on our emails
42	All	FOI requests	Identity, contact and request details	None	Public function	None	None	Statutory	10 years
43	All			None		None	None	Statutory	5 years

		Data protection	Identity, contact and request details		Public function				
14	All	Licences & permits: liquor, fireworks, places of refreshment, Sunday trading, entertainment, late-night & P30	Identity, contact, premises, occupation, date & place of birth, payment, references, criminal record, vehicle registration	GoJ Treasury, Bailiff's office, referees, criminal record checking organisations	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Licencing (Jersey) Law 1974, the Explosives (Jersey) Law 1970, the Places of Refreshment (Jersey) Law 1967, the Shops (Regulation of Opening	Licencing assembly, SoJ Police, DVS, Judicial Greffe, criminal record checking organisations, accountants, auditors	None	Statutory	10 years

					and Deliveries) (Jersey) Law 2010				
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1.10 Refuse

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
35	All	Refuse collection	Identity, contact, payment	None	Public function	None	None	N/A	10 years

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1.11 St Ewolds

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
		Meeting our regulatory and other statutory requirements	No additional information is collected for this purpose	None	Public function – in accordance with Jersey Law	Information shared with the Jersey Care Commission for this purpose is anonymised so you cannot be identified from it	None	Statutory	The later of your 100th birthday or 10 years after you leave St Ewolds
10.1	All	Correspondence		None			None	N/A	20 years

			Identity, contact & other information you choose to provide		Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent before doing so			
38	POSS POSO POSMY POSP POSMN POSC POSH	CCTV	Video footage of your presence & appearance, date, time & location data	N/A	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c & legitimate interests - to secure and protect parish staff, property and other assets	SoJ Police	None	N/A	30 days

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		Markets, festivals and other commercial events	Identity, contact, other information relevant to the event	None	Contact	None	None	Contractual	5 years
		Residents' improvement groups	Identity, contact	None	Public function	None	None	N/A	5 years
		Retail groups	Identity, contact	None	Public function	None	None	N/A	5 years

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1.13 Westmount Day Nursery

Order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
		Administration of our waiting list, enrolment / registration at the nursery and general correspondence in respect of a child's attendance at the nursery	Child's name, date of birth, parent / guardian / carer's name(s), contact details and marital status. Language details. Alternative contact, health visitor	None. Applications are only accepted from a child's parent, guardian or other carer with parental responsibility	Contract	N/A	None	Contractual	25 years

			and family doctor details. Details of anyone authorised to collect the child. Nursery hours required. Payment details. Nursery Education Funding status. Start date						
		Billing	Hours attended, lunches and other extras provided	N/A	Contract	Nursery Education Fund. Social Security department . Payment and other IT service providers. Auditors	None	Contractual	25 years
		Care of the children attending the nursery	Medical and dietary requirements. Details of any	Medical professionals .	Public function	N/A	None	Statutory	25 years

			respiratory conditions, allergies or intolerances. Care plan and medication details. Vaccination status. Other details to help us tailor our care for individual children. Emergency contact details						
		Children's education	Child's name, date of birth & learning journal observations and assessments. Identity and contact details of parents and others authorised to access the learning journal	N/A	Public function	IT and other service providers	None	Statutory	25 years

		Recording accidents and other incidents	Details of the accident / incident, injuries, others involved, action taken and details of any third parties notified	N/A	Public function	CEYS and other agencies	None	Statutory	25 years
		Assisting children settle into their next nursery or school setting	Child's name and details of their preferences and other characteristics	N/A	Public function	Other nursery or school settings	None	N/A	25 years
		Engagement with the community via social media and the Parish magazine, advertising and marketing	Photographic & video Images of children.	N/A	Consent	IT and other service providers	None	N/A	25 years
		Engagement with	Identity and contact	Government & other	Public function		None	Statutory	25 years

		<p>Government and other agencies including the Childcare & Early Years Service, Health & Social Services, Family Nursing and Home Care, Child Development & Therapy Centre, Speech & Language Therapy Department, Jersey Child Care Trust, the Nursery Education Fund and re safeguarding</p>	<p>details of children, family members, carers and other professionals or agencies concerned with a child, details of specific concerns and action taken to address those, relevant medical conditions, details of the services needed and the expectations from the relevant agency re the child's learning and development functioning, speech, language, physical, social, emotional and other</p>	<p>agencies. Other organisations concerned with a child. Medical professionals .</p>		<p>Government and other agencies</p>			
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			wellbeing needs						
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