

Cemeteries

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
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							

Customer Services							
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
Parish Rates	Identity, contact, land/property, payment	Royal Court & lawyers re land registry transactions, Jersey Property Bulletin, owners of land & property (if leased)	Public function	Other parishes, debt collectors, accountants, auditors, IT service providers	Our IT system provider's subcontractor may have occasional incidental access to personal data for software support purposes. EU standard contractual clauses have been implemented and their effectiveness for this purpose is being monitored on an ongoing basis.	Statutory	10 years
Electoral register & conduct of elections	Identity, contact, date of birth, occupation, residence category, applications for omission	Other parishes	Public function	Jersey Electoral Authority, other parishes, Candidates for Election, IT & other service providers, members of the public	If you register to vote online, our IT system provider's subcontractor may have occasional incidental access to personal data for software support purposes. EU standard contractual clauses have been implemented and their effectiveness for this purpose is being monitored on an ongoing basis.	Statutory	Electoral register only held in "current" form. Annual statements: 5 years. Other records: 10 years
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

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 licensing authorities, health professionals, fitness to drive assessors	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 subcontractor may have occasional incidental access to personal data for software support purposes. EU standard contractual clauses have been implemented and their effectiveness for this purpose is being monitored on an ongoing basis.	Statutory	16 years
International driving permits	Identity, contact, date of birth, photograph, payment	None	Public function	DVS, accountants, auditors	None	Statutory	3 years
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 and Deliveries) (Jersey) Law 2010	Licencing assembly, SoJ Police, DVS, Judicial Greffe, criminal record checking organisations, accountants, auditors	None	Statutory	10 years
Dog licences	Identity, contact, payment & details of dog(s)**	Members of the public, other parishes, SoJ Police, JSPCA	Public function	Other parishes, SoJ Police, JSPCA, IT service providers, accountants, auditors	None	Statutory	5 years
Covid-19 contact tracing	Identity, contact, dates & times present	None	Consent	GoJ contact tracing team	None	N/A	21 days

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
Residents' parking permits	Identity, contact details, driving licence, other parking, blue badge & vehicle details, job details (for temporary permits) and proof of residency	N/A	Public function	GoJ IHE Parking Control	None	N/A	3 years
GP parking permits	Identity, contact & practice details	Your practice	Public function	None	None	N/A	3 years
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
Changing Places	Identity, contact details, date of birth, health & safety details, information about the need for the facility. Identity & contact details of carer(s).	Family member or carer	Public function	None	None	N/A	3 years
Keys for disabled toilets	Identity, contact details & nature of disability	None	Public function	None	None	N/A	3 years
Carers' permits	Identity, contact & vehicle details	None	Public function	None	None	N/A	3 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							
** Please feel free to contact us for details about why we have included this							

Constables Secretary

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
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
Parish Magazine	Identity, contact, payment	None	Various/exempt. Please contact your Parish Hall team for more information.	Printers and other service providers, accountants, auditors	None	n/a	3 years
Social media	Identity, contact and other information you choose to provide	Social media providers	Various/exempt. Please contact your Parish Hall team for more information.	Our social media presence is accessible by the public	Please refer to the relevant social media provider's data protection policy or contact us if you have concerns	n/a	1 year
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Community Services							
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
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	SoJ Police, GoJ departments, medical professionals, accountants, auditors	None	n/a	While volunteering or receiving assistance plus 1 year
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
Covid-19	Identity, contact, health details, payment, assistance required	GoJ CLS department, Bosdet foundation, family members, members of the public	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c & Public Health DPJL sch. 2 16	CLS department, medical professionals, accountants, auditors	None	n/a	Until the pandemic is declared over
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Finance

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
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
Administration of Trusts	Identity, contact	Trustees, other professional service providers	Public function	Trustees, other professional service providers, accountants, auditors	None	n/a	20 years
Charitable donations	Identity, contact	Recipients of donations	Public function	Accountants, auditors	None	n/a	10 years
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
Insurance	Identity, contact and other details relevant to the policy or any claim	Insurers & others concerned with the policy or any claim	Contract	Insurers	None	Contractual	5 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Honorary Police							
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
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
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
Removal of vehicles	Identity, contact, details re land owned / occupied, payment & vehicle registration details	DVS	Public function	Motor vehicle removal operators, accountants, auditors	None	Statutory	10 years
CCTV and body worn video	Video footage of your presence & appearance, conduct, date, time & 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, property and other assets	SoJ Police, IT service providers	None	n/a	30 days
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

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

Infrastructure							
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
Choses Publique	Identity, contact, payment	None	Public function	SoJ Police licencing unit, accountants, auditors	None	Statutory	5 years after change of licensee
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
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
Parish rental housing waiting list	Identity, contact, date of birth, type of housing required	GoJ CLS department - housing gateway	Contract, public function: the exercise of any functions of a public authority DPJL sch. 2 13c	GoJ CLS department - housing gateway	None	n/a	3 years
Parish carparks waiting list	Identity, contact	None	Contract	None	None	Contractual	Until a parking space becomes available
Parish land & buildings	Identity, contact, other information relevant to the property transaction	Royal Court & lawyers re land registry transactions, Jersey Property Bulletin	Contract	Professional advisers	None	Contractual	Re property owned by the parish: 10 years after sale. All other: 20 years
Property searches	Identity, contact, details re property	Professional advisers	Public function	Professional advisers	None	n/a	20 years
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
Supervision of gas installations	Identity, contact	Jersey Gas	Public function	Jersey Gas	None	Statutory	10 years
Water supply disconnection notices	Identity, contact	Jersey Water	Public function	Jersey Water Limited	None	Statutory	10 years
Use of parish land to display signs or install moveable structures	Identity, contact, payment	Planning department	Public function	Planning department, accountants, auditors	None	Statutory	10 years

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, IT service providers	None	n/a	30 days
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Depot							
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
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, IT service providers	None	n/a	30 days
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
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Parish Secretary							
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 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
Parish Assemblies	Identity & contact details (if you address the assembly or participate in another way e.g. seconding a motion)	None	Public function. If you participate in an unofficial capacity we will ask for your consent before publishing your name or other information about you e.g. on the parish website	Minutes are a public record	None	Statutory	Minutes are retained in perpetuity - by the parish initially, then Jersey Archive. Other records: 20 years
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 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
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

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
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
Covid-19 contact tracing	Identity, contact, dates & times present	None	Consent	GoJ contact tracing team	None	n/a	21 days
Parish compliments, comments & 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
Other electronic communications re events and other announcements 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
FOI requests	Identity, contact & request details	None	Public function	None	None	Statutory	10 years
Data protection	Identity, contact & request details	None	Public function	DPO support service provider	None	Statutory	5 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Refuse

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
Refuse collection	Identity, contact, payment	None	Public function	None	None	n/a	10 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

St Ewolds

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
Helping you assess whether St Ewolds is a suitable home to meet your needs	Your identity, date of birth & contact details. Your health, medication and future needs.	Members of your family, others concerned with your health and wellbeing, your GP & other medical professionals who care for you or, where appropriate, your authorised representative(s)	Contract, vital interests, provision of health and social care, public health	We do not anticipate sharing any of the data we collect for this purpose outside of St Ewolds	None	Contractual	If you decide St Ewolds is not for you, 1 year. In the event you become a resident, the later of your 100th birthday or 10 years after you leave St Ewolds
Your care while residing at St Ewolds	Your identity, date of birth & contact details. Your next of kin or details about others concerned with your health and wellbeing, as authorised by you or your representative as appropriate. Your health, medical history, current conditions and medication / ongoing treatments, weight & BMI. Who your GP & other medical professionals are	Members of your family, others concerned with your health and wellbeing, your GP & other medical professionals who have cared for you or, where appropriate, your authorised representative(s)	Contract, vital interests, provision of health and social care, public health	Medical professionals and others involved in your care e.g. on-call doctors, the hospital, pharmacists, nurses and others providing services to you, including in an emergency. We may also need to take steps to protect you, which may require us to share your details with others but always in accordance with the law	None	Statutory	The later of your 100th birthday or 10 years after you leave St Ewolds
Managing your care and administering our provision of this, including issuing invoices for the costs of your care	Your identity and contact details, dietary requirements, any allergies and other preferences e.g. your dietary requirements. Details about how the costs of your care are to be settled and by whom. We may hold your bank details e.g. for direct debit purposes.	Members of your family, others concerned with your health and wellbeing, your GP & other medical professionals who have cared for you or, where appropriate, your authorised representative(s).	Contract, vital interests, provision of health and social care, public health	None	None	n/a	The later of your 100th birthday or 10 years after you leave St Ewolds

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
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
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, IT service providers	None	n/a	30 days
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Town Centre

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
Hiring the Town Hall	Identity, contact, payment	None	Contract	Accountants, auditors	None	Contractual	5 years
Municipal events e.g. Remembrance Sunday, lunches, outings etc	Identity, contact, other information relevant to the event	GoJ CLS department	Public function	None	None	n/a	10 years
Markets, festivals and other commercial events	Identity, contact, other information relevant to the event	None	Contract	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
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							

Westmount Day Nursery

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 and family doctor details. Details of anyone authorised to collect the child. Nursery hours required. Payment details. Nursery Education Funding status. Start date	None. Applications are only accepted from a child's parent, guardian or other carer with parental responsibility	Contract	n/a	None	Contractual	25 years
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 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	Medical professionals.	Public function	n/a	None	Statutory	25 years
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 & 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 & other service providers	None	n/a	25 years
Engagement with 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	Identity and contact 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 wellbeing needs	Government & other agencies. Other organisations concerned with a child. Medical professionals.	Public function	Government and other agencies	None	Statutory	25 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							