



PARISH OF ST HELIER PRIVACY NOTICE

INTRODUCTION

The Parish of St Helier is a public authority and performs public functions in accordance with Jersey Law. The Connétable (or Constable) is head of the Parish and has overall responsibility for the Parish office team, the wider municipality and data protection.

The Parish is a controller and processor of personal data and is registered with the Jersey Office of the Information Commissioner.

Terms such as 'personal data', 'data controller' and others in this privacy notice are defined by article 1 of the Data Protection (Jersey) Law 2018 ('the law'), which can be viewed here: <https://www.jerseylaw.je/dpjl>.

By 'we', 'us', 'our' we mean the Parish of St Helier (the 'Parish'). By 'you', 'your' we mean any individual parishioner, supplier or other third party – collectively being 'data subjects' who visit us, access our website, social media or otherwise interact with us.

OUR PROCESSING OF YOUR PERSONAL DATA

The law requires data controllers to process data lawfully, fairly and transparently and in order to meet these requirements we must give detailed and specific privacy information to data subjects, as follows:

- We are required by law to collect certain personal data and other information, either directly from you or from other individuals or organisations, in order to perform our statutory obligations in respect of the collection of Parish Rates, the provision of the electoral roll, issuing Jersey driving licences and other public functions e.g., if you wish to apply for a firearms certificate, a dog licence or if you interact with the Honorary Police.
- We may also request other information from you if our Parish team can help you in any way or if you wish to make use of other services e.g., using the Town Hall as a venue for an event.

Please refer to the appendix to this privacy notice, where we set out the following details for each of the public functions we perform and the other services we provide:

1. The purpose your personal data is intended to be processed for;
2. The categories of personal data we may collect;

3. Other organisations (third parties) who may provide your personal data to us;
4. The lawful basis for our processing your personal data;
5. Who we may share your personal data with;
6. Whether we transfer your personal data outside the European Economic Area (EEA);
7. Whether the provision of your personal data is a statutory or contractual requirement;
8. The period for which your personal data will be retained.

We recognise that, for some purposes, we are required by law to collect a great deal of information e.g., to issue a driving licence, a liquor licence or a firearms certificate. If you would like more details of the personal data we process for a particular purpose, or if you are not happy with our processing of your personal data, then please contact us – details below.

YOUR RIGHTS

You have the following rights regarding our processing of your personal data:

1. To access personal data we hold about you and to be provided with details regarding the purpose for which it is held, the categories of information held, who we might share it with, the period it is held and, where it has not been collected directly from you, the source of the information we hold about you;
2. To rectify any inaccurate data we hold about you;
3. To erasure of your personal data, in certain limited circumstances;
4. To restrict our processing of your personal data, in certain circumstances;
5. In certain circumstances, to have your personal data provided to you in a structured, commonly used and machine-readable format, and, where feasible, to have that data transmitted to another controller;
6. To object to processing of your personal data to perform a public function or to processing of your personal data that is based on legitimate interests, except where there are compelling reasons for us to continue e.g., in the public interest;
7. To object to processing for purposes of direct marketing. Please note that the Parish does not use your personal data for direct marketing purposes;
8. To object to processing solely for historical or scientific purposes;
9. Not to be subject to decisions based solely on automated processing that produces legal effects or similarly significantly affects you. Please note that the Parish does not process your personal data in this way;
10. To complain to the Office of the Information Commissioner T: +44 (0)1534 716530, E: enquiries@jerseyoic.org, P: Office of the Information Commissioner, 2nd Floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT.

With regard to rights 1 – 9, we will consider any applicable lawful exemptions that may permit or require us to respond to your exercise of a right other than in the manner you may expect. If this is the case, we will explain; unless we are exempted from doing so e.g., if that would prejudice our purpose.

PLEASE ALSO NOTE:

1. The Parish is a competent authority and is permitted to process personal data for a law enforcement purpose. Where this is the case, your rights are modified by Schedule 1 of the law and there are exemptions to certain of the data protection principles including transparency and purpose limitation. Please contact us if you would like more information about this.
2. Parish Rates, being a form of taxation, are a levy against the owners and occupiers of land made under the Rates (Jersey) Law 2005.
 - Whilst the Parish typically contacts ratepayers using the address for service that they are required to provide, the Rates law authorises other methods of service including the use of a ratepayer's last known place of abode.
 - Where necessary, the Parish is permitted to use personal data provided to a Parish or to another organisation (e.g., the Government of Jersey) for a different purpose (e.g., for a driving licence or electoral roll purpose) or which is otherwise in the public domain (e.g., in the telephone directory) for a Parish Rates purpose e.g., to identify where a ratepayer may reside and to collect rates.
 - In the event Parish Rates remain unpaid, the Parish's debt collector may process personal data when making contact or issuing a summons to the Petty Debts Court, which may be delivered to a service address, or another address we have or have obtained, including an email address.
 - Please note that a criminal offence arises under the Rates law if a service address is not provided or kept up to date and refer to item 1. above regarding any processing that may arise in that context.
3. Notwithstanding the details in the appendix to this notice, personal data collected for one purpose may occasionally also be used for another purpose where it is lawful and necessary e.g., to verify data or to comply with obligations arising from other legislation.
 - Information may also be shared with other Parishes and Government Departments in such circumstances.
 - Other examples of this include where disclosure is necessary to return lost property or animals, the prevention and/or detection of crime or to prevent harm to an individual.
4. The Parish may process personal data for a Parish Rates purpose that has been obtained by the Government of Jersey under or for the purposes of a Revenue Law in accordance with the provisions of the Revenue Administration (Information Sharing) (Jersey) Order 2024.
5. Exemptions from data subject rights and certain of the data protection principles could be applied to other processing e.g., in respect of manual data processed by the Parish, any confidential references the Parish may provide, if we are asked to assist in assessing your suitability for a Crown or Judicial Appointment or regarding unstructured personal data processed by the Parish. Please contact us if you would like more information about this.
6. If we rely on consent as the lawful basis for our processing of your personal data, you have the right to withdraw your consent at any time. You can do this by contacting us. We may be unable to provide a service if you exercise this right.
7. The Parish is subject to the Freedom of Information (Jersey) Law 2011 ('the FOI Law'). We occasionally receive requests for information that we would ordinarily consider to be personal data, as defined by the Data Protection (Jersey) Law 2018. While we would never disclose your name or other information that might identify you directly within a

response, we are aware that, in certain circumstances, it may be possible to identify an individual by cross referencing a response with other information in the public domain. In the event we consider it in the public interest to provide such personal data within a response, we will contact you to make you aware of the request, our proposed response and to discuss our lawful basis for including your personal data within our response.

CONTACT US

Parish of St Helier, Town Hall, York Street, St Helier, JE4 8PA. Tel: +44 (1534) 811811, Email: townhall@sthelier.je.

Data Protection Officer: Alison Roberts, Town Hall, York Street, St Helier, JE4 8PA. Tel: +44 (1534) 811880, Email: alison.roberts@sthelier.je.

We will review this privacy notice periodically and will post updates on our website. Privacy Notice v6.0. 8 October 2025.