



Data Protection Register - Entry Details

Registration Number: Z4986215

Date Registered: 16 October 2001 **Registration Expires:** 15 October 2007

Data Controller: STAFFORDSHIRE COUNTY COUNCIL

Address:
COUNTY BUILDINGS
MARTIN STREET
STAFFORD
ST16 2LH

**This data controller states that it is a public authority under the
Freedom of Information Act 2000 or a Scottish public authority under the
Freedom of Information (Scotland) Act 2002**

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

STAFFORDSHIRE COUNTY COUNCIL

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

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:

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 COUNCIL'S WORKLOAD;
THE ADMINISTRATION OF AN OCCUPATIONAL HEALTH SERVICE;
THE MAKING OF HEALTH AND SAFETY PROVISIONS FOR STAFF INCLUDING THE OPERATION OF VIOLENT WARNING MARKER SYSTEMS;
PENSIONS ADMINISTRATION;
DISCIPLINARY MATTERS, INDUSTRIAL TRIBUNALS ETC;
STAFF TRAINING;
OPERATION AND MAINTENANCE OF E-MAIL 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
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);
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):

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); PROFESSIONAL ADVISERS OF THE COUNCIL.

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

Local Government

Central Government

The media

Employment and recruitment agencies

Auditors

Courts / Tribunals

Careers service

Trade unions and staff associations

Transfers:

None outside the European Economic Area

Purpose 2

Advertising, Marketing, Public Relations, General Advice Services

Data Controllers further description of Purpose:

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.
(NOTE: THIS PURPOSE DESCRIBES THE ADVERTISEMENT OR PROMOTION
OF THE COUNCIL
AS AN ORGANISATION AND THE PROVISION OF GENERAL INFORMATION
ABOUT SERVICES
NOT DESCRIBED BY ANY OF THE OTHER NOTIFIED PURPOSES BELOW)

Data subjects are:

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

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):

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); 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

Voluntary and charitable organisations

Political organisations

Religious organisations

The media

Auditors

Trade unions and staff associations

Transfers:

Worldwide

Purpose 3

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.
REQUIRED TO RELEASE PAYROLL/ FINANCIAL INFORMATION IN ORDER

TO DETECT FRAUD OR
ERROR

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
D NATIONAL FRAUD INITIATIVE
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

Purpose 4

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.

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);
TENANTS (PAST, PRESENT AND POTENTIAL) OF COMMERCIAL PROPERTY AND THEIR AGENTS OR REPRESENTATIVES.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Employment Details
Financial Details
Goods or Services Provided

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);
EMPLOYEES AND REPRESENTATIVES OF COMMERCIAL TENANTS

Data subjects themselves

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

Data processors

Auditors

Courts / Tribunals

Department of Environment, Transport and the regions

Transfers:

None outside the European Economic Area

Purpose 5

Leisure and Cultural Services

Data Controllers further description of Purpose:

ADMINISTRATION OF LIBRARY AND LENDING SERVICES;
ADMINISTRATION OF THEATRES, GALLERIES AND ARTS CENTRES;
ADMINISTRATION OF YOUTH AND COMMUNITY CENTRES;
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 LIBRARIES AND
OTHER COUNCIL RUN

OR OWNED FACILITIES;

ADVISORS, CONSULTANTS, PROFESSIONAL EXPERTS AND OTHER NON-
COUNCIL STAFF WORKING

IN LIBRARIES AND OTHER 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

Membership Details

EMPLOYMENT DETAILS (IN RELATION TO CONCESSIONARY CHARGES);

FINANCIAL DETAILS (FOR PROCESSING OF MEMBERSHIP AND

ADMISSION CHARGES ETC.);

PHYSICAL OR MENTAL HEALTH RECORDS (FOR THE IDENTIFICATION
OF ACCESS AND

OTHER NEEDS, MONITORING ETC.)

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

Purpose 6

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:
TRADING STANDARDS;
CONSUMER PROTECTION;
PLANNING AND HIGHWAYS DEPARTMENT;
INVESTIGATION AND PROSECUTION WORK (INCLUDING THE SERVING OF ENFORCEMENT AND OTHER NOTICES) CONDUCTED BY TRADING STANDARDS, AND CONSUMER PROTECTION OFFICERS/DEPARTMENTS.
(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 PURPOSE (FOR INSTANCE BENEFITS ADMINISTRATION). MORE GENERAL WORK (FOR INSTANCE INITIATIVES UNDER THE CRIME AND DISORDER ACT) IS DESCRIBED UNDER THE PREVENTION OF CRIME PURPOSE
LOCAL TRANSPORT PLAN

Data subjects are:

Complainants, correspondents and enquirers
Offenders and suspected offenders
Witnesses
Police officers
Investigators
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;
TRADERS AND OTHERS SUBJECT TO INSPECTION AND THEIR
REPRESENTATIVES;
OTHER PROFESSIONAL EXPERTS ADVISORS AND CONSULTANTS TO
THE COUNCIL.
STAKE HOLDERS:
MEMBERS OF THE PUBLIC
TRANSPORT OPERATORS
PRIMARY CARE TRUST
BUSINESS COMMUNITY
GOVERNMENT DEPARTMENTS

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 RECORD (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)
D INLAND REVENUE

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
Trade, employer associations and professional bodies
Police forces
Private investigators
Local Government
Auditors
Courts / Tribunals
Department of Environment, Transport and the regions
Office of Fair Trading (OFT)

Transfers:

Worldwide

Purpose 7

Social Services

Data Controllers further description of Purpose:

PROVISION OF SOCIAL SERVICES, SOCIAL WORK SERVICES, SOCIAL WELFARE SERVICES;
LICENSING, INSPECTION AND ADMINISTRATION OF HOMES AND CENTRES FOR THE ELDERLY;
HOME CARE SERVICES;
SCHOOL MEALS AND SCHOOL CLOTHING;
CHILDREN AND RISK, ADOPTION AND FOSTERING;
PROVISION OF SERVICES TO SICK OR DISABLED PERSONS;
TREATMENT AND REHABILITATION OF OFFENDERS;
PROVISION OF CARELINE SERVICES FOR RESIDENTS OF COUNCIL AND OTHER PROPERTIES.

Data subjects are:

Complainants, correspondents and enquirers
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);

USERS (PAST AND PRESENT) OF SOCIAL SERVICES DEPARTMENT
CHILDREN AND OTHER PERSONS AT RISK OR POTENTIALLY IN NEED OF
HELP OR
INTERVENTION OF SOCIAL SERVICES;
RELATIVES AND GUARDIANS OF CLIENTS AND PERSONS AT RISK;
ADVISORS AND REPRESENTATIVES OF CLIENTS, PERSONS AT RISK AND
THEIR RELATIVES OR
GUARDIANS;
OFFENDERS AND SUSPECTED OFFENDERS AGAINST PERSONS AT RISK;
FOSTER PARENTS AND OTHER CARERS SUBJECT TO REGULATION
SUPERVISION BY SOCIAL SERVICES DEPARTMENT;
HEALTH AND SOCIAL WORK PROFESSIONALS, ADVICE WORKERS,
COURT OFFICIALS, POLICE
AND PROBATION OFFICERS ETC;
OTHER PROFESSIONAL EXPERTS ADVISORS, CONSULTANTS TO THE
SOCIAL SERVICES
DEPARTMENT.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Racial or Ethnic Origin
Political Opinions
Religious or Other Beliefs Of A Similar Nature
Sexual Life
Offences (Including Alleged Offences)
Business activities of the data subject
DATA HELD IN CONNECTION WITH OPERATION OF CARE LINES,
INCLUDING DATA RELATING
TO MEDICAL CONDITIONS AND CONTACT DETAILS OF GP'S, SOCIAL
WORKERS ETC.
PERSONAL VIEWS ON SERVICE PROVISION
PHYSICAL, MENTAL OR PSYCHOLOGICAL HEALTH OR A CONDITION
LANGUAGE AND COMMUNICATION
PERSONAL CARE
SUPERVISION/ SUPPORT REQUIRED
REGISTRATION DATA
LEGAL STATUS
DATA HELD IN CONNECTION WITH ASSESSMENT OF NEED
DATA HELD IN CONNECTION WITH RECORDING SERVICES DELIVERED
BY DEPARTMENT OR 3RD
PARTY PROVIDERS

PHOTOGRAPHIC IMAGES
AUDIO-VISUAL MEDIA

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);
RELATIVES, GUARDIANS OR REPRESENTATIVES OF USERS, CLIENTS,
PERSONS AT RISK,
OFFENDERS ETC;
CURRENT PAST OR PROSPECTIVE EMPLOYERS OF USERS, CLIENTS,
PERSONS AT RISK,
OFFENDERS ETC.;
HOME OFFICE AND AGENCIES
D YOUTH OFFENDING SERVICE
D PARTNER AGENCIES INVOLVED IN CRIME AND DISORDER STRATEGIES
D NATIONAL CARE STANDARDS COMMISSION
Data subjects themselves
Healthcare, social and welfare advisers or practitioners
Education, training establishments and examining bodies
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Police forces
Local Government
Voluntary and charitable organisations
Religious organisations
Auditors
Courts / Tribunals
Careers service
Department for education and employment
Department of health
Probation services

Transfers:

None outside the European Economic Area

Purpose 8

Education

Purpose Description:

The provision of education or training as a primary function or as a business activity.

Data Controllers further description of Purpose:

PROVISION OF EDUCATION AND TRAINING COURSES;
ADMINISTRATION OF SCHOOLS AND COLLEGES;
ADMINISTRATION OF YOUTH AND COMMUNITY CENTRES;
PREPARATION OF DFEE RETURNS;
ADMINISTRATION OF STUDENT GRANTS AND AWARDS;
ADMINISTRATION OF SERVICES PROVIDED TO SCHOOLS AND COLLEGES;
ORGANISATION OF ELECTIONS TO BOARDS OF GOVERNORS AND SCHOOL BOARDS;
(NOTE: STAFF TRAINING/EDUCATION IS DESCRIBED UNDER PURPOSE 1 - ADMINISTRATION IN RELATION TO STAFF AND ELECTED MEMBERS.)
CURRENT, PAST AGENTS, OTHER INTERMEDIARIES.
RECEIVE APPLICATIONS FOR GRANTS & DEVELOPING GRANTS FOR DAY CARE & TRAINING FOR DAY CARE.
APPLYING FOR FUNDS FOR SURE START PROGRAMMES.

Data subjects are:

Suppliers
Complainants, correspondents and enquirers
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);
PUPILS AND STUDENTS, USERS OF YOUTH SERVICES;
RELATIVES, GUARDIANS, CARERS OR REPRESENTATIVES OF PUPILS AND STUDENTS;
SCHOOL STAFF, MEMBERS OF SCHOOL BOARDS/BOARDS OF GOVERNORS;
ELECTED MEMBERS
CHILDCARE PROVIDERS, EARLY YEARS PRACTITIONERS

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Racial or Ethnic Origin
Religious or Other Beliefs Of A Similar Nature
Offences (Including Alleged Offences)
STUDENT AND PUPIL RECORDS;
PHYSICAL OR MENTAL HEALTH RECORD (FOR THE IDENTIFICATION AND
MEETING OF SPECIAL
NEEDS, MONITORING ETC.)
CHILDCARE PROVIDER RECORDS,EARLY YEARS PRACTITIONERS
RECORDS.

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);
RELATIVES, GUARDIANS, CARERS OF REPRESENTATIVES OF STUDENTS
AND PUPILS;
SCHOOL STAFF, MEMBERS OF SCHOOL BOARDS/BOARDS OF
GOVERNORS, YOUTH WORKERS;
DEPARTMENT OF HEALTH
D ENQUIRERS OF EARLY YEARS PRACTITIONERS & CHILD CARE
PROVIDERS.

Data subjects themselves
Healthcare, social and welfare advisers or practitioners
Education, training establishments and examining bodies
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Police forces
Local Government
Voluntary and charitable organisations
Religious organisations
Auditors
Courts / Tribunals
Careers service
Trade unions and staff associations
Department for education and employment

Transfers:

Purpose 9

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 AND DISORDER ACT;
PREPARATION AND SERVING OF ANTI SOCIAL BEHAVIOUR ORDERS;
OPERATION OF CCTV SYSTEMS IN PUBLIC PLACES 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 CONTRACTOR FRAUD, ARE RECORDED UNDER THE
RELEVANT PURPOSES.)

Data subjects are:

Suppliers
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 AND OTHER RECORDS HELD IN CONNECTION WITH
INITIATIVES UNDER
CRIME AND DISORDER ACT
PHYSICAL CHARACTERISTICS

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);
PARTNERS IN CRIME AND DISORDER ACT INITIATIVES
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 Environment, Transport and the regions
Department of health

Transfers:

None outside the European Economic Area

Purpose 10

Corporate Functions

Purpose Description:

Data Controllers further description of Purpose:

THIS PURPOSE DESCRIBES A NUMBER OF GENERAL FUNCTIONS WHICH ARE NOT SPECIFIC TO ANY PARTICULAR SERVICE AREA INCLUDING:
ORGANISATION AND ADMINISTRATION OF COUNCIL MEETINGS;
LIAISON WITH CENTRAL GOVERNMENT;
LIAISON WITH OTHER LOCAL AUTHORITIES AND LOCAL AUTHORITY ASSOCIATIONS;
LIAISON 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.

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
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;
COSLA (IN SCOTLAND)
SCOTTISH ASSEMBLY (IN SCOTLAND)
WELSH ASSEMBLY (IN WALES)

Data subjects themselves
Current, past or prospective employers of the data subject
Trade, employer associations and professional bodies
Local Government
Central Government
Voluntary and charitable organisations
Religious organisations
Auditors
E U Bodies

Transfers:

Worldwide

Purpose 11

Other non - commercial activities

Data Controllers further description of Purpose:

THIS GENERAL PURPOSE IS DESIGNED TO DESCRIBE OTHER RELATIVELY MINOR, NON-COMMERCIAL USES OF PERSONAL DATA. ACTIVITIES COVERED ARE:
ADMINISTRATION OF GRANTS (NOTE: WHERE A SPECIFIC PURPOSE EXISTS, FOR INSTANCE

EDUCATION, THEN ADMINISTRATION OF THOSE GRANTS IS DESCRIBED THERE.);

MAINTENANCE OF PUBLIC GROUNDS;

PROVISION OF MANAGEMENT, ACCOUNTANCY AND ADMINISTRATIVE SERVICES TO OTHER

ORGANISATIONS (E.G. VOLUNTARY SECTOR PROJECTS)

(NOTE: ANY ADDITIONAL USES OF PERSONAL DATA MUST BE LISTED)

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

MENTAL AND PHYSICAL HEALTH RECORDS (TO 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
Auditors
Courts / Tribunals
Claimants, beneficiaries, assignees, payees

Transfers:

None outside the European Economic Area

Purpose 12

Other Commercial Services

Data Controllers further description of Purpose:

THIS GENERAL PURPOSE IS DESIGNED TO DESCRIBE OTHER RELATIVELY MINOR, COMMERCIAL USES OF PERSONAL DATA. ACTIVITIES COVERED ARE: GENERAL INSURANCE ADMINISTRATION INCLUDING CLAIMS HANDLING AND INVESTIGATION; COMMERCIAL REFUSE COLLECTION; PAYSリップ 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.
(NOTE: ANY ADDITIONAL USES OF PERSONAL DATA MUST BE LISTED)

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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