
PRIVACY NOTICE

THE PARISH OF ST CLEMENT



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Privacy Notice for the Parish of St Clement

The Parish of St Clement in Jersey is a public authority that performs a variety of public functions in accordance with Jersey Law as well as providing a great many other services.

The Connétable (or Constable) is head of the Civil Parish and has overall responsibility for the administration of the Parish, including the wider municipality. Many of the Connétable's responsibilities are of a statutory nature.

This privacy notice has been prepared by the Parish of St Clement for all parishioners and others who interact with the Parish. It can be found on the My Parish website at https://Parish.gov.je/St_Clement. An internal notice for staff, officers and volunteers of the Parish of St Clement is available at the Parish Hall.

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

By 'we', 'us', and 'our' we mean the Parish of St Clement. This includes the Parish Honorary Police, Roads Committee, Rates Assessors and all other groups forming part of the wider municipality. By 'you', and 'your' we mean any parishioner or person who interacts with the Parish of St Clement – collectively being 'data subjects'.

This privacy notice sets out how we process personal data and the rights available to data subjects in respect of their personal data.

The DPJL 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.

The information we collect

We are required by law to collect certain personal data and other information, either directly from you or, in some circumstances, from other individuals or organisations. This is in order to perform our statutory obligations in respect of the collection of parish rates, the issuing driving licences, the provision of the electoral roll and various other functions. The functions we perform are listed in this document.

Personal data is also collected in order for us to provide you with access to our website and social media. The My Parish online website (www.parish.gov.je) is hosted by the Government of Jersey on our behalf, so please refer to their privacy policy and cookie policy for details of the information they collect and how this is used.

Information we collect from you

> Your title, name, address, telephone number and email address for communication purposes;

> Your date of birth, your signature and in certain circumstances your photograph e.g. to issue you with a driving licence;

> Financial information e.g. your bank account for the purpose of processing payments;

Some special category data may be held as required, e.g. medical records for driving licences and firearm certificates. If you are accused of committing an offence and are warned to attend a Parish Hall Enquiry, we may hold records of criminal activity or allegation thereof.

Information we receive from others i.e. third parties:

We may be provided with your name, contact information and other personal data and special category data by third parties in a variety of circumstances e.g. references taken up when applying for a firearms certificate.

What we do with your personal data

The purposes for which personal and special category data are intended to be processed include:

> As necessary for your employment or your other role in the Parish. Please refer to our internal privacy notice for more information. Employees, officers and other volunteers can obtain a copy of this from the Parish Hall

> To ensure your health and safety

> Compliance with all laws and regulations applicable to us;

The legal bases for our processing of your personal data are:

> Contract

> Vital interests

> *Public function*

The legal bases for our processing of any of your special category data (sensitive data such as medical information or religious beliefs) are:

> *Other legal obligation*

> *Employment and social fields*

> *Vital interests*

> *Public function*

> *Public interest*

> *Medical purposes*

> *Avoidance of discrimination*

> *Prevention of unlawful acts*

> *Protection against malpractice and mismanagement.*

Consent

We do not rely on consent to process either personal or special category data in respect of the performance of our public functions. There may be circumstances where it is appropriate for us to rely on this basis e.g. if you wish us to hold your contact information on a waiting list for any parish housing scheme which may operate from time to time. In the event we do need to rely on this basis, we would ensure that you are properly informed about why we need to ask for your consent and what this would be used for. We would only request your consent where there are no adverse consequences of you refusing to give your consent. We would advise you in these circumstances that you may withdraw any consent.

Who we pass your personal data to

> *Goods and service suppliers, contractors, subcontractors, data processors and other third parties concerned with the administration of the Parish*

> *Auditors*

> *Insurers*

> *Government of Jersey departments including, when required by law, the States of Jersey Police, Income Tax Department*

> *Regulators or other legally appointed organisations*

Should we pass your personal data to a third party that requires them to process it then we seek to enter into an agreement with them that sets out the obligations of both parties and to agree terms that protect your rights and ensure compliance with the DPJL or equivalent legislation.

Transfers outside the European Economic Area

We do not intend to transfer personal data to any country outside the European Economic Area although there may be occasional reasons to do this, e.g. if we manage the exchange of an overseas driving licence for a Jersey driving licence your name may be shared with an overseas licencing authority.

The period for which personal data will be stored

We will store your personal data for a period which is appropriate to the purpose for which it has been collected and processed, including to meet any legal, accounting or other regulatory/reporting requirements.

Please refer to the relevant section below for information regarding how long we retain your personal data for each purpose.

Principle Functions Performed by the Parish of St. Clement

The principle functions performed by the Parish of St. Clement that involve the collection and processing of personal data are detailed below.

For each function the following information is provided: -

- > A short description of the function
- > The legal basis for the collection and processing of personal data and special category data
- > The categories of personal data and special category data collected
- > The source of your personal data
- > The organisations to which your personal data may be transferred
- > Details of any automated processing including profiling of your personal data
- > The period for which the personal data will be securely stored, the retention period and whether it will be destroyed after this period or transferred to the Jersey Archive.

Honorary Police

Description

- > The duties and powers of the Honorary Police are set out in the Honorary Police (Jersey) Law 1974 articles 2 and 3.

Legal Basis

- > The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Honorary Police (Jersey) Law 1974, The Honorary Police (Jersey) Regulations 2005 and other subsidiary legislation.

Personal and Special Category Data Processed

- > In relation to individuals interacting with the Honorary Police - The categories of Personal Data collected and/or processed are title, name, address, contact details, photograph, signature, date of birth, occupation and next of kin details.
- > Further Personal Data in the form of video images may be taken by Officers using Body Worn Video whilst on duty.
- > Special Category Data collected and processed includes medical details, details of alleged criminal activity, past criminal convictions and details of injuries suffered.

Personal Data Sourced From

> Personal Data may be sourced from the States of Jersey Police, HMP La Moye, other Parishes in Jersey, the Driver and Vehicle Standards Department, members of the public, witnesses to offences or alleged offences and individuals accused of committing offences.

Personal Data Transferred To

> Personal Data may be transferred to the States of Jersey Police, other Parishes in Jersey, the Magistrate's Court, the Driver and Vehicle Standards Department, the Department for Growth, Housing and Environment, HMP la Moye, the Law Officers Department, the JSPCA and other government services as necessary.

Personal Data Retention

> Honorary Police monthly meeting minutes and attendance registers will be retained for 10 years and then transferred to the Jersey Archive.

> Parish Honorary Police Complaints and Discipline register will be retained for 20 years and then transferred to the Jersey Archive.

> Correspondence (note: parking ticket correspondence is retained for three years) will be retained for 10 years and then destroyed unless a significant issue is involved in which case documents are transferred to the Jersey Archive.

> Parking tickets paid - including any evidence of infraction e.g. photographs and any correspondence will be retained for 3 years and then destroyed.

> Parking tickets unpaid - including any evidence of infraction e.g. photographs and any correspondence will be retained for 10 years and then destroyed

> RT1 Forms (road traffic form requiring the production of driving licence, insurance and vehicle registration documents) and Honorary Police rotas will be retained for 2 years and then destroyed.

> Honorary Officer's police notebooks (completed) will be retained for 10 years and then destroyed unless a high-profile case is involved whereby documents are transferred to the Jersey Archive.

> Curfew check forms, other HP forms, photographs of vehicles, etc will be retained for 10 years and then destroyed.

Honorary Police - Parish Hall Enquiries

Description

> Attend to certain offences at Parish Hall Enquiries, to formally charge individuals admitting offences, impose Parish hall sanctions and to warn offenders to attend the Magistrates Court. A quarterly meeting of Centeniers from all Parishes of Jersey is attended as is a quarterly Prosecution Group meeting.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Honorary Police (Jersey) Law 1974, The Honorary Police (Jersey) Regulations 2005, The Criminal Procedure (Centeniers) (Jersey) Law 1996 and other subsidiary legislation.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address, contact details, signature, photograph, date of birth and occupation.

> Special Category Data collected and processed includes details of alleged criminal activity and past criminal convictions.

> Other special category data may also be collected dependant on the nature of the matter being attended to.

Personal Data Sourced From

> Personal Data may be sourced from the States of Jersey Police, other Parishes in Jersey, other law enforcement agencies and members of the public.

Personal Data Transferred To

> Personal Data may be transferred to the States of Jersey Police, the Magistrate's Court and other Parishes in Jersey.

Personal Data Retention

- > *Parish Hall Enquiry Ledgers (scribes notes) will be retained for 10 years and then transferred to the Jersey Archive.*
- > *Parish Hall Enquiry Results Sheets will be retained for 20 years and then a small sample (of the results sheets) will be transferred to the Jersey Archive, all other papers will be securely destroyed.*
- > *Magistrate's Court files, any records of prosecution or notes and any Parish Hall Enquires papers received from the States of Jersey Police are securely destroyed when the enquiry or case is completed, i.e. dismissed, sentenced or committed to court. The Magistrate's Court file log is kept for one year after the last case in the log then securely destroyed.*
- > *Parish Hall Enquiry attendance sheets will be retained for 3 years and then destroyed.*
- > *Prosecution Group meeting minutes will be retained for 10 years and then destroyed.*
- > *Centeniers meeting minutes will be retained for 20 years and then destroyed.*
- > *Honorary Police Charge Sheets are securely destroyed once passed to the States of Jersey Police.*
- > *Parish Hall Enquiry Results Sheets will be retained for 20 years and then a small sample (of the results sheets) will be transferred to the Jersey Archive, all other papers will be securely destroyed.*
- > *Magistrate's Court 'no-shows' will be retained for 3 years and then destroyed.*

Community Support

Description

- > *The Parish provides a community support service to assist parishioners. Services include transportation to medical appointments and assistance with shopping .*

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). The provision of community support services to parishioners .

Personal and Special Category Data Processed

> In relation to parishioners - The categories of Personal Data collected and/or processed are title, name, address and contact details.

> Special Category Data collected and processed may include medical details and disability.

Personal Data Sourced From

> Personal Data may be sourced from parishioners and doctors and other health care experts.

Personal Data Transferred To

> Personal Data may be transferred to doctors and other health care experts.

Personal Data Retention

> Personal Data will be retained for 10 years and then destroyed.

Electoral Register

Description

> The Parish maintains an Electoral Register of persons entitled to vote in Public Elections who are resident in the Parish.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Public Elections (Jersey) Law 2002.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address, contact details, signature, occupation and date of birth.

Personal Data Sourced From

> Personal Data may be sourced from annual statement as to who is resident at an address and other parishes.

Personal Data Transferred To

> *Personal Data may be transferred to other Parishes in Jersey, the Judicial Greffe, candidates in elections, the Viscount's Department, The Public Library and the Jersey Archive.*

Personal Data Retention

> *Printed Electoral Lists, one copy sent to the Jersey Archive each year.*

> *Electoral forms will be retained for 5 years and then destroyed.*

> *Correspondence relating to elections will be retained for 10 years and then destroyed unless a significant issue is involved in which case documents are transferred to the Jersey Archive.*

> *Application forms under Article 9 of the Public Elections (Jersey) Law 2002 will be retained for 10 years and then destroyed.*

Public Elections

Description

> *The Parish is required to organise public elections in the Parish. This includes, advertising of dates and locations for nomination meetings and polling stations, appointing adjoints (assistant returning officers), to help with the processes of checking your eligibility to vote.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Public Elections (Jersey) Law 2002.*

Personal and Special Category Data Processed

> *In respect of electors - The categories of Personal Data collected and/or processed are title, name, address, contact details and eligibility vote in public elections.*

> *In respect of Adjoints, assistant returning officers - The categories of Personal Data collected and/or processed are title, name, address and contact details.*

> *In respect of candidates - The categories of Personal Data collected and/or processed are title, name and Election statement.*

Personal Data Sourced From

> For electors, candidates and ajoints - Personal Data may be sourced from the Parish Election Register, the Election Nomination Meeting and the ajoints themselves.

Personal Data Transferred To

> in respect of ballot papers and registers - Personal Data may be transferred to the Judicial Greffe.

Personal Data Retention

> All documentation is retained by the Judicial Greffe.

> Records of Honorary Police Elections will be retained for 20 years and then transferred to the Jersey Archive.

Parish Rates

Description

> The Parish levies a rate on the owners and occupiers of property and the owners of land in the Parish. The Parish manages the assessment of the rateable value of property and land and the process of collection of the rates.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Rates (Jersey) Law 2005.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address, contact details, signature, property ownership, land ownership and property occupation.

> Additionally, the following categories of Personal Data are collected and/or processed: - financial information and property details (number and type of rooms etc.).

Personal Data Sourced From

> Personal Data may be sourced from application forms, Rates Assessors, other Parishes in Jersey, mutations (change of ownership information) from the Royal Court and legal firms.

Personal Data Transferred To

> *Personal Data may be transferred to other Parishes in Jersey, Rates Assessors, the Rates Supervisory Committee and the Rates Appeal Board.*

Personal Data Retention

> *The approved Parish Rates List is printed annually and then transferred to the Jersey Archive.*

> *Rates Annual Returns will be retained for 3 years and then transferred to the Jersey Archive.*

> *Unpaid Rates Lists will be retained for 10 years and then destroyed.*

> *Rates correspondence and other documentation e.g. Court mutations, changes of ownership of property will be retained for 10 years and then destroyed.*

Jersey Driving Licences

Description

> *The Parish is a Driving Licence Issuing Authority and manages the issuing and revocation of Jersey Driving Licences to residents of the Parish.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Road Traffic (Jersey) Law 1956.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, photograph, signature, date of birth and driving licence details including categories of vehicles permitted to drive.*

> *Special Category Data collected and processed includes medical details and licence endorsements.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms, the Magistrate's Court, General Practitioners, other health care professionals, States of Jersey Police and Honorary Police.*

> A driving licence issued by a licence issuing authority from another jurisdiction may be exchanged for a Jersey Driving licence. Personal Data may be sourced from the driving licence issuing authorities overseas in these circumstances.

Personal Data Transferred To

> Personal Data may be transferred to the Driver and Vehicle Standards Department, the States of Jersey Police, the Honorary Police and the Magistrate's Court.

> A Jersey Driving Licence may be exchanged for one issued in another jurisdiction. Personal Data may be transferred to the driving licence issuing authorities overseas in these circumstances.

Personal Data Retention

> Driving Licence applications - will be retained for 16 years after the expiry of a licence. The Jersey Archive have requested that a sample of driving licence data be provided to them for archiving purposes, but all other data will then be destroyed.

> Driving Licence revocations and suspensions will be retained for 20 years and then destroyed.

Parish Administration

Description

> The Connétable (or Constable) is head of the Civil Parish and has overall responsibility for the administration of the Parish, including wider municipality. Many of the Connétable's responsibilities are of a statutory nature. Parish administration includes dealing with queries, processing applications for licences, the maintenance of records, both paper and electronic and performing the statutory requirements placed on the Parish.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Administration of the Parish, dealing with enquiries and questions and maintenance the content of the Parish website. This includes the collection, secure storage and destruction of personal data as required by a number of Jersey laws.

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are as many as necessary in accordance with the functions listed here mainly under the legal obligations defined by various laws applicable to the Parish such as, The Honorary Police (Jersey) Law 1974, The Rates (Jersey) Law 2005 and The Motor Vehicles (Driving Licences) (Jersey) Order 2003 .*

Personal Data Sourced From

> *Personal Data may be sourced from visitors to the Parish Office / Parish Hall, telephone calls and emails received and application forms.*

Personal Data Transferred To

> *Certain documents containing limited Personal Data may be transferred to the Jersey Archive.*

Personal Data Retention

> *Parish Accounts - A copy will be sent each year to the Jersey Archive.*

> *Contracts relating to property purchased/ sold by the Parish will be retained for 10 years after the land is in Parish ownership and then destroyed.*

> *Plans of Parish Properties will be retained for 10 years after the property is no longer in Parish ownership and then transferred to the Jersey Archive.*

> *Records of projects carried out on Parish buildings will be retained for 10 years after the property is no longer in Parish ownership and then selected documents transferred to the Jersey Archive.*

> *Leases of Properties will be retained for 10 years after the termination of the lease and then destroyed.*

> *Connétable's accounts will be retained for 10 years and then destroyed.*

> *Snap shots of the Parish Website are taken by the Jersey Archive.*

Firearms Certificates

Description

> Connétable issues Firearms Certificates to residents of the Parish who wish to possess a firearm and/ or ammunition for a firearm.

> An application for the grant of a firearm certificate shall be made in the prescribed form to the Connétable and shall state such particulars as may be required by the form. A firearm certificate shall be granted by the Connétable if he or she is satisfied – (a) that the applicant is fit to be entrusted with a firearm and is not prohibited by this Law from possessing a firearm to which Article 2, applies; (b) that the applicant has a good reason for having in his or her possession, or for purchasing or acquiring, the firearm or ammunition in respect of which the application is made; and (c) that in all the circumstances the applicant can be permitted to have the firearm or ammunition in his or her possession without danger to the public safety or to the peace.

> A firearm certificate may be revoked by the Connétable on any of the following grounds – (a) that the Connétable has reason to believe that the holder is of intemperate habits or unsound mind or is otherwise unfitted to be entrusted with a firearm; (b) that the Connétable has reason to believe that the holder can no longer be permitted to have the firearm or ammunition in his or her possession without danger to the public or to the peace; (c) if the Connétable is satisfied that the holder is prohibited by this Law from possessing a firearm; (d) if the Connétable is satisfied that the holder no longer has a good reason for having in the holder's possession, or for purchasing or acquiring, the firearm or ammunition which he or she is authorized by the certificate to have in his or her possession or to purchase or acquire; or (e) if the holder fails to comply with a Connétable notice under paragraph (10) of article 3 of the Firearms (Jersey) Law 2000.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Firearms (Jersey) Law 2000.

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, signature, photograph and guns and ammunition held, including serial numbers, calibre, number and type of ammunition.*

> *Additionally, the following categories of Personal Data are collected and/ or processed: - age, membership of shooting club(s), reason for gun possession , referees' details, may include their photograph and referee's statements.*

> *Special Category Data collected and processed includes medical details and criminal convictions.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms, referees, general practitioners and other health care experts, criminal records checking organisations, the States of Jersey Police and the Honorary Police.*

Personal Data Transferred To

> *Personal Data may be transferred to the States of Jersey Police, the Honorary Police and other Parishes in Jersey.*

Personal Data Retention

> *Firearms Licence Applications and Revocations will be retained for 20 years and then destroyed.*

> *Firearms Licence Lists (lists of owners of Firearms and Ammunition) will be retained for 10 years and then destroyed Master copies are held by the Central Firearms Index at the States of Jersey Police.*

> *All other documentation associated with the application process will be retained for 10 years and then destroyed.*

Dog Licences

Description

> *The Parish issues annual Licences to the owners of dogs.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Dogs (Jersey) Law 1961.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, dog breed, sex, colour, name and microchip number.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms.*

Personal Data Transferred To

> *Personal Data may be transferred to other Parishes in Jersey, the JSPCA, the States of Jersey Police and the Honorary Police.*

Personal Data Retention

> *Application forms and the personal data held in the relevant computer system will be retained for 3 years and then destroyed.*

Parish Registrar

Description

> *The Parish Registrar is responsible for maintaining the registers of births, marriages, civil partnerships and deaths in the Parish. The functions of Parish registrar are currently performed by the Registrar for the Parish of St. Helier as permitted under: The Marriage and Civil Status (Jersey) Law 2001.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Marriage and Civil Status (Jersey) Law 2001.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, date of birth, signature and occupation.*

> *Special Category Data collected and processed includes medical details.*

Personal Data Sourced From

> *Personal Data may be sourced from general practitioners, other health care experts, midwives, nurses, Officiates at weddings and funeral directors.*

Personal Data Transferred To

> *Personal Data contained in the documentation associated with the functions of the Registrar is transferred once a quarter to the Superintendent Registrar for Jersey. This includes applications for the registration of births and application for the registration of stillbirths and medical fact and cause of stillbirth forms.*

> *Additionally, Personal Data is transferred once a quarter to the Superintendent Registrar for Jersey. This includes Marriage and Civil Partnership application and details forms, application for the registration of death forms and Inquest reports.*

Personal Data Retention

> *Parish Register of Birth and the Parish Register of Stillbirth will be retained for 20 years from the last entry in the Register and then transferred to the Jersey Archive.*

> *Alteration Forms will be retained for 10 years and then destroyed.*

> *Marriage Registers and Notice Books will be retained for 20 years from the last entry in the Register and then transferred to the Jersey Archive.*

> *Marriage Licences will be retained for 20 years and then a five percent sample is transferred to the Jersey Archive.*

> *Parish Register of Deaths will be retained for 20 years and then transferred to the Jersey Archive.*

> *The Burial Order Book will be retained until the book is full and then transferred to the Superintendent Registrar for Jersey.*

> *Enquiries correspondence will be retained for 5 years and then destroyed.*

Parish Assembly

Description

> *The Parish arranges, manages and records (minutes) Parish Assemblies. The functions of the Parish Assembly are: the election of Parish Officers, care of Parish by-roads, promotion of improvements (new roads or drains, the removal of nuisances, etc.), levying of the Parish rate and consideration of liquor licensing applications.*

> *The Parish maintains a list of Parishioners who would like to be reminded of upcoming Parish Assemblies and Public Meetings.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Loi (1905) au sujet des assemblées paroissiales, The Rates (Jersey) Law 2005, The Licensing (Jersey) Law 1974, The Public Elections (Jersey) Law 2002, The Honorary Police (Jersey) Law 1974 and The Connétables (Jersey) Law 2008.*

> *In respect of lists of persons who wish to be reminded of upcoming Public Meetings the conditions for the collection and processing of Personal Data is 'Consent' DPJL Schedule 2 (1).*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, signature and eligibility to attend and/or vote in assemblies.*

Personal Data Sourced From

> *Personal Data is collected as necessary based on laws listed above.*

Personal Data Transferred To

> *Personal Data disclosed during an Assembly is in the public domain and may be transferred to a variety of organisations, including the media and the Jersey Archive.*

Personal Data Retention

> *Assembly minutes are published on the Parish website parishes.gov.je and will be retained for 20 years and then transferred to the Jersey Archive.*

- > *Assembly agendas, attendance registers, documents supporting the agenda and Acts agreed will be retained for 20 years and then transferred to the Jersey Archive.*
- > *Acts: e.g. re purchase/ sale of land approved at a Parish Assembly (all supporting documentation) will be retained whilst owned by the Parish then kept for 20 years and then transferred to the Jersey Archive.*
- > *Ballot voting slips will be destroyed after the vote has been held.*
- > *Handwritten notes taken at the meeting will be retained until the minutes of the Assembly have been signed and then destroyed.*
- > *Waiting lists will be retained for 10 years and then destroyed.*
- > *The Gazette notice of the Assembly will not be retained by the Parish and will be destroyed.*

Ecclesiastical Assemblies

Description

- > *The Rector arranges, manages and records (minutes) Parish Ecclesiastical Assemblies. The principle functions of the Ecclesiastical Assembly are: The choice of officers of the Church, the examination and approval of accounts and the repair of the Parish Church, Cemetery, and Presbytery etc.*
- > *The functions and operation of the Ecclesiastical Assembly are set out in Article 8 of the Loi (1804) au sujet des Assemblies Paroissiales (“the 1804 Law”) and, since 2012, in Canons of the Church of England in Jersey²⁸. The 1804 Law provided for such matters as: the choice of officers of the Church, the examination and approval of their accounts, the distribution extraordinaire, repair of the Church, of the Cemetery, and of the Presbytery, the disposition of Church pews, and of property attaching to the Rectorate; the sale of Rentes of church property (‘Trésor’), for the poor (‘Charité’) and other property belonging to the Trésor or la Charité, and the choice of Lecteur, of Fossoyeur (grave digger), and of the School Minister, for presentation to the Dean,.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Canons of The Church of England in Jersey, Loi (1804) au sujet des assemblées paroissiales and Loi (1905) au sujet des assemblées paroissiales.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and eligibility to attend and/or vote in assemblies.*

Personal Data Sourced From

Personal Data Transferred To

> *Personal Data disclosed during an assembly is in the public domain and may be transferred to a variety of organisations, including the media and the Jersey Archive.*

Personal Data Retention

> *Ecclesiastical Assembly minutes, agenda and acts will be retained for 20 years and then transferred to the Jersey Archive.*

> *Ecclesiastical Assembly Accounts will be retained for 10 years and then transferred to the Jersey Archive.*

> *Ecclesiastical Assembly correspondence will be retained for 20 years and then destroyed unless a significant issue is involved in which case documents are transferred to the Jersey Archive.*

Parish Housing

Description

> *The Parish of St. Clement does not own any properties for sheltered housing. However, a list is maintained of parishioners interested in renting a property at Hameau de la Mer in St. Clement, which is owned and managed by the Jersey Housing Trust, JHT, a Jersey Charity. If a property becomes available individuals on this list may be invited to apply to JHT to rent that property.*

Legal Basis

> *In respect of lists of persons who wish to be considered for Sheltered Housing the conditions for the collection and processing of Personal Data is 'Consent' DPJL Schedule 2 (1).*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title and name, address and contact details.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms.*

Personal Data Transferred To

> *Personal Data may be transferred to the Jersey Housing Trust.*

Personal Data Retention

> *Waiting lists will be retained for 10 years and then destroyed.*

Licences and Permits

Description

> *The Parish manages the issuance of a wide variety of licences including liquor licences, places of refreshment licences, Sunday trading permits, sale of fireworks licences and Bailiff Entertainment Permit and Late-Night Licence.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under various laws including: The Licensing (Jersey) Law 1974, The Places of Refreshment (Jersey) Law 1967, The Shops (Regulation of Opening and Deliveries) (Jersey) Law 2010 and The Shops (Regulation of Opening) (Jersey) Regulations 2011.*

> *Additionally, the following laws may apply: The Explosives (Jersey) Law 1970, The Poisons (General Provisions) (Jersey) Order 1968, The Road Traffic (Jersey) Law 1956 and The Dangerous Wild Animals (Jersey) Law 1999.*

Personal and Special Category Data Processed

> In relation to the licence applicant -The categories of Personal Data collected and/or processed are title, name, address, contact details, signature, occupation, inspection reports, date and place of birth and references.

> In relation to others, e.g. temporary managers and individuals celebrating significant events - The categories of Personal Data collected and/or processed are title, name and address.

> Special Category Data collected and processed includes criminal convictions.

Personal Data Sourced From

> Personal Data may be sourced from application forms, the Government of Jersey Treasury, criminal records checking organisations and the Bailiff's office.

Personal Data Transferred To

> Personal Data may be transferred to the Driver and Vehicle Standards Department, the States of Jersey Police, the Honorary, the Honorary Police, the Jersey Judicial Greffe, criminal records checking organisations and the Jersey Archive.

Personal Data Retention

> Liquor Licence Applications will be retained for 10 years after a change of manager and then destroyed.

> Sunday Trading Permits and Places of Refreshment Permits will be retained for 5 years and then destroyed.

> Fireworks Licence Applications will be retained for 3 years and then destroyed.

> Bailiff's Entertainment Permit the Bailiff's Late-Night Licence and associated documentation will be retained for 3 years and then destroyed.

> Licences report for the Bailiff's Office (excel) will be retained for 3 years and then destroyed.

P30 - Large Vehicle Permits

Description

> Owners of large vehicles who have been granted an exemption permit to drive on specified Jersey roads, a P30 permit by the Inspector of Motor Traffic may ask the Connétable for permission to drive on Parish by-roads. The Connétable may issue an annual permit to drive a particular vehicle on Parish by-roads.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Road Traffic (Jersey) Law 1956.

Personal and Special Category Data Processed

> In respect of applicants for permits - The categories of Personal Data collected and/or processed are title, name, address, contact details and vehicle registration plate number.

Personal Data Sourced From

> Personal Data may be sourced from application forms and correspondence.

Personal Data Transfer - Not Applicable

Personal Data Retention

> Applications and copies of permits will be retained for 3 years and then destroyed.

All Parish Correspondence

Description

> All Parish correspondence including the Connétable's correspondence.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Assisting parishioners by dealing with queries, question and complaints.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address and contact details.

> Special Category Data collected and processed includes any contained in correspondence received.

Personal Data Sourced From

> *Personal Data may be sourced from parishioners and other correspondents.*

Personal Data Transferred To

> *Personal Data may be transferred to government departments and others depending on the nature of the correspondence and with the correspondent's permission.*

> *In respect of correspondence relating to property searches - Additionally, Personal Data may be transferred to Legal firms.*

Personal Data Retention

> *Connétable's correspondence, follow the Generic Retention Schedule for Ministerial/ Chief Officers papers, i.e. will be retained for 10 years and then transferred to the Jersey Archive.*

> *Correspondence relating to property searches will be retained for 5 years and then destroyed unless a significant issue is involved in which case documents are kept for 20 years before being destroyed.*

> *Other correspondence will be retained for 10 years and then destroyed unless a significant issue is involved in which case documents are transferred to the Jersey Archive.*

Parish Roads

Description

> *The Parish is responsible for the upkeep of by-roads (chemins vicinaux) within the Parish. The Roads Committee and two Roads Inspectors for each Vingtaine in the Parish are elected in a Parish Assembly. Upkeep of the Parish by-roads includes the removal of objects blocking a road and dealing with encroachments onto a road.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Loi (1914) sur la Voirie, The Highways (Jersey) Law 1956, the Highway Encroachments (Jersey) Regulations 1957 and the Highways (Road Humps) (Jersey) Regulations 2002.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are name, address, contact details, property ownership, land ownership and property occupation.*

Personal Data Sourced From

> *The Parish is responsible for the upkeep of by-roads (chemins vicinaux) within the Parish. The Roads Committee and two Roads Inspectors for each Vingtaine in the Parish are elected in a Parish Assembly. Upkeep of the Parish by-roads includes the removal of objects blocking a road and dealing with encroachments onto a road.*

Personal Data Transferred To

> *Personal Data may be transferred to the Department for Infrastructure.*

Personal Data Retention

> *Roads Committee Accounts will be retained for 10 years, note kept as a part of the Parish Accounts, and then transferred to the Jersey Archive.*

> *Roads Committee Meeting Agendas, Minutes and Acts will be retained for 20 years and then transferred to the Jersey Archive.*

> *Roads Committee Correspondence will be retained for 5 years from end of file unless significant/ high-profile/ ongoing issues in which case they will be retained for a further 5 years and then reviewed.*

> *Roads Committee papers will be retained for 5 years and then destroyed.*

> *Roads Committee Inspectors Reports will be retained for 5 years and then transferred to the Jersey Archive.*

Rates Assessment Committee

Description

> *The Rates Assessors, who form the Assessment Committee, assesses the rateable value of land and Property in the Parish.*

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Rates (Jersey) Law 2005.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address, contact details, property ownership, land ownership and Property details (number and type of rooms etc.).

Personal Data Sourced From

> Personal Data may be sourced from application forms, other Parishes in Jersey, mutations (change of ownership information) from the Royal Court and legal firms.

Personal Data Transferred To

> Personal Data may be transferred to other Parishes in Jersey and the Rates Appeal Board.

Personal Data Retention

> Assessment Committee Agendas and Minutes will be retained for 10 years and then transferred to the Jersey Archive.

> Other documentation, e.g. Assessors notes will be retained for 10 years and then destroyed.

International Driving Permits

Description

> The Parish issues International Driving Permits - IDP - which is recognised internationally and allows the holder to drive a private motor vehicle when accompanied by a valid Jersey driving licence. There are three types of IDP that may be required depending on the countries to be visited.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Motor Vehicles (International Circulation) (Jersey) Regulations 1958.

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, photograph, signature and date of birth.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms.*

Personal Data Transferred To

> *Personal Data may be transferred to the Driver and Vehicle Standards Department.*

Personal Data Retention

> *Permit Applications will be retained for 15 months and then destroyed.*

Branchage

Description

> *The Parish carries out a biannual Visite du Branchage to ensure that roads in the Parish are free of obstructions from overhanging trees and plants.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Loi (1914) sur la Voirie.*

Personal and Special Category Data Processed

> *In respect of property owners - The categories of Personal Data collected and/or processed are title, name, address and contact details.*

Personal Data Sourced From

> *In the event of refusal to pay a fine following the Visite du Branchage Personal Data may be sourced from property owners.*

Personal Data Transferred To

> *In the event of non-payment of a fine imposed at a Parish Hall Enquiry - Personal Data may be transferred to the Magistrate's Court.*

Personal Data Retention

> *Visit du Branchage overview documents (lists of penalties) will be retained for 5 years, duplicates destroyed and then transferred to the Jersey Archive.*

> *Visit du Branchage correspondence will be retained for 5 years and then destroyed.*

Visite Royale to the Parish

Description

> *A Visite Royale is an ambulatory inspection by the Royal Court of one of the Parishes of Jersey. The schedule of Visite Royales has been arranged so that each Parish is visited once every six years.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Code of 1771.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, property ownership and land ownership.*

Personal Data Sourced From

> *Personal Data may be sourced from members of the Visite and land and property owners.*

Personal Data Transferred To

> *Personal Data may be transferred to the Judicial Greffe and the Jersey Archive.*

Personal Data Retention

> *All documents will be retained for 20 years, duplicates destroyed and then transferred to the Jersey Archive.*

Arranging and managing any special committees approved by a Parish Assembly

Description

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Implementation of the decisions of Parish Assemblies, including the establishment of committees. Any funding required will be included in Parish accounts if approved by the Assembly.*

> *Examples of Committees would be Floral Committees for the Parish in Bloom competition and Committees to manage repairs to Parish buildings.*

Personal and Special Category Data Processed

> *In respect of the work of the committee - The categories of Personal Data collected and/or processed are title, name, address, contact details and other Personal Data dependant on the nature of the committee.*

Personal Data Sourced From

Personal Data Transferred To

Personal Data Retention

> *Special Committees minutes, e.g. repairs to the Parish Hall will be retained for 10 years and then transferred to the Jersey Archive.*

> *Committees documentation relating to projects re: Parish Property, e.g. repairs will be retained for 10 years after the property is no longer in Parish ownership and then transfer selected documents to the Jersey Archive.*

> *Officer meetings will be retained for 5 years and then destroyed.*

> *Parish Secretaries notes / agenda will be retained for 1 year and then destroyed.*

Special events or activities

Description

- > *The Parish may, on occasion, ask for volunteers to assist with the planning and management of special events or activities of benefit to the Parish - Examples include the 2020 celebrations of the 75th Anniversary of Liberation Day.*
- > *The Parish also organises an annual Christmas Party for elderly Parishioners.*

Legal Basis

- > *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Managing special events and activities for the benefit of the Parish as approved by a Parish Assembly.*

Personal and Special Category Data Processed

- > *The categories of Personal Data collected and/or processed are title, name, address, contact details, other Personal Data associated with suppliers and other participants in the event and age.*
- > *Special Category Data collected and processed may include medical details and disability.*

Personal Data Sourced From

- > *Personal Data may be sourced from suppliers and other participants.*

Personal Data Transferred To

- > *Personal Data may be transferred to other Parishes in Jersey, various Government of Jersey Departments, including Environment and the Jersey Archive.*

Personal Data Retention

- > *Meeting notes and minutes and other documentation will be retained for 10 years, then reviewed with the Jersey Archive and selected papers transferred.*

Choses Publique

Description

> Issuing licences to partially occupy roads. Normally issued for outside seating areas that partially block a pavement.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Customary Law (Choses Publiques) (Jersey) Law 1993.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address, contact details, signature and licence details.

Personal Data Sourced From

> Personal Data may be sourced from application forms.

Personal Data Transferred To

> Personal Data may be transferred to the States of Jersey Police.

Personal Data Retention

> Application forms etc will be retained for 5 years after change of occupier and then destroyed.

Stray dogs found in the Parish

Description

> Stray Dogs are sometimes found in the Parish either by parishioners or members of the municipality. The Parish works with the Jersey Society for the Protection of Animals to return stray dogs to their owners or to deal with the matter in compliance with the law.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Dogs (Jersey) Law 1961.

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and description of the dog.*

Personal Data Sourced From

> *Parish Stray Dogs Records - Personal Data may be sourced from the JSPCA and other Parishes in Jersey.*

Personal Data Transferred To

> *Personal Data may be transferred to the JSPCA, other Parishes in Jersey and veterinary surgeons.*

Personal Data Retention

> *Stray Dogs Form will be retained for 1 year after dog returned to owner and then destroyed.*

Rectorat

Description

> *To manage the Rectorat in the Parish together with Church officials.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Loi (1804) au sujet des assemblées paroissiales.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and land ownership.*

> *Special Category Data collected and processed includes religious belief.*

Personal Data Sourced From

> *Personal Data may be sourced from parishioners, the congregation, the municipality, the clergy and other church officials.*

Personal Data Transferred To

> *Personal Data may be transferred to the Jersey Archive.*

Personal Data Transferred To

> Documents containing personal data will be retained for 10 years and then destroyed.

Remembrance Sunday

Description

> The Parish invites veterans and others to Remembrance Sunday ceremonies and events.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Invitations to Remembrance Sunday events .

Personal and Special Category Data Processed

> in respect of parishioners invited to attend - The categories of Personal Data collected and/or processed are title, name, address, contact details, military rank and age.

> In order to arrange access etc. - Special Category Data collected and processed may include medical details and disability.

Personal Data Sourced From

> Personal Data may be sourced from Parishioners and military records.

Personal Data Transfer - Not Applicable

Personal Data Retention

> Personal Data will be retained for 10 years and then destroyed.

Twinning Association

Description

> The Parish of St. Clement is twinned with Cancale, Brittany

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Provision of a Parish Twinning Association .*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address and contact details.*

Personal Data Sourced From

> *Personal Data may be sourced from .*

Personal Data Transferred To

> *Personal Data may be transferred to .*

Personal Data Retention

> *Minutes of meetings, membership details, etc will be retained for 5 years, then reviewed with the Jersey Archive and selected papers transferred.*

Removal of Abandoned Vehicles

Description

> *The Parish manages the removal of abandoned motor vehicles on Parish Roads. This includes motor vehicles abandoned on Parish owned land.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: Road Traffic (Removal of Vehicles) (Jersey) Order 1963.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and vehicle registration plate number.*

Personal Data Sourced From

> *Personal Data may be sourced from parishioners, the Driver and Vehicle Standards Department, the States of Jersey Police and Honorary Police Officers.*

Personal Data Transferred To

> *Personal Data may be transferred to the Driver and Vehicle Standards Department, the Jersey Gazette and vehicle removal operators.*

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

Removal of Abandoned Vehicles on Private Land

Description

> *Provision of statutory assistance to landowners where a motor vehicle has been abandoned or left without permission on private land.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Motor Vehicles (Removal from Private Land) (Jersey) Law 2019 and The Motor Vehicles (Removal from Private Land) (Jersey) Regulations 2019.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, land ownership, property ownership, vehicle registration plate number and motor vehicle ownership details.*

Personal Data Sourced From

> *Personal Data may be sourced from landowners, application forms and the Driver and Vehicle Standards Department.*

Personal Data Transferred To

> *Personal Data may be transferred to the Driver and Vehicle Standards Department and registered motor vehicle removal operators.*

Personal Data Retention

> *All forms will be retained for 5 years and then destroyed.*

Parish Magazine

Description

> *The Parish of St. Clement produces a Parish Magazine called 'L'Amarrage'*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Provision of a Parish Magazine.*

Personal and Special Category Data Processed

> *The Parish manages the content of the magazine. In respect of authors of articles or people mentioned in those articles - The categories of Personal Data collected and/or processed are title, name, address, contact details, interest or expertise and photograph.*

Personal Data Sourced From

> *Personal Data may be sourced from authors or articles and other contributors.*

Personal Data Transferred To

> *Personal Data may be transferred to Magazine Publishers, Printers, Delivery agents and the Jersey archive.*

Personal Data Retention

> *A copy of the magazine is transferred to the Jersey Archive.*

Refuse collection

Description

> *Kerbside Refuse Collection is provided as a Public Function for ratepayers.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Provision of a refuse collection service.*

Personal and Special Category Data Processed

> In respect of Contractor Staff - Personal Data is collected under the legal basis of commercial contracts.

Personal Data Sourced From

> Personal Data may be sourced from contractor staff and people requiring special refuse collections.

Personal Data Transfer - Not Applicable

Personal Data Retention

> Contracts will be retained for 10 years and then destroyed.

Additional Roles of the Connétable

Description

> In addition to all the roles and responsibilities lists here there are some extra roles that the Connétable personally performs. These include - The need to investigate complaints against Honorary Officers and to maintain a Complaints and Discipline Register and Membership of a number of organisations related to the Parish, e.g. sporting and charitable associations.

Legal Basis

> In relation to Honorary Police Officers - The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Police (Complaints and Discipline) (Jersey) Law 1999 and The Police (Honorary Police Complaints and Discipline Procedure) (Jersey) Regulations 2000.

Personal and Special Category Data Processed

> In relation to Honorary Police Officers - The categories of Personal Data collected and/or processed are title, name, address, contact details and allegations of offences or disciplinary issues.

> In relation to the Connétable's membership of associations - minutes of meetings and other papers and correspondence - The categories of Personal Data collected and/or processed are title, name, address, contact details and other personal data relevant to the association, e.g. sporting interests.

> In relation to the Connétable's membership of certain associations - Special Category Data collected and processed may include information about children, medical information and religious beliefs.

Personal Data Sourced From

> In relation to Honorary Police Officers - Personal Data may be sourced from Complainants, witnesses and officers service records.

Personal Data Transferred To

> In relation to Honorary Police Officers - Personal Data may be transferred to The Attorney General, the States of Jersey Police and the complainant (i.e. a written response to the complaint).

Personal Data Retention

> The Honorary Officers Complaints and Discipline Register and related papers and correspondence - will be retained for 10 years and then transferred to the Jersey Archive.

> In relation to the Connétable's membership of associations - minutes of meetings, accounts and other papers and correspondence - will be retained for 10 years (accounts 1 year) and then transferred to the Jersey Archive (if not sent by the clubs or association themselves).

Parish Hall rental

Description

> Making the Parish Hall available for hire to local groups for a variety of purposes.

Legal Basis

> The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Rental of the Parish Hall.

Personal and Special Category Data Processed

> The categories of Personal Data collected and/or processed are title, name, address, contact details and nature of the group/event.

Personal Data Sourced From

> *Personal Data may be sourced from application forms.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 5 years and then destroyed.*

Charitable Donations

Description

> *The Parish gives donations to a number of charities. These are authorised by a Parish Assembly and are recorded in the Assembly approved Parish accounts.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). Making charitable donations.*

Personal and Special Category Data Processed

> *in relation to contacts in charitable organisations - The categories of Personal Data collected and/or processed are title, name, address, contact details and financial information.*

Personal Data Sourced From

> *Personal Data may be sourced from officials and administrative staff of charities.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

Administration of Trusts

Description

> *Administration of a number of Trusts and other bequests and gifts that provide financial benefits to the parish or to parishioners .*

> *The Parish of St. Clement manages the Don Balleine, Don Benest, Don Journeaux, Don Jeanne Gruchy and Charite Trusts*

Legal Basis

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and other personal data relevant to the details of each trust.*

Personal Data Sourced From

> *Personal Data may be sourced from trust documents and legal firms.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Meeting minutes will be retained for 20 years and then transferred to the Jersey Archive.*

> *Accounts will be retained for 10 years and then transferred to the Jersey Archive.*

> *Correspondence will be retained for 10 years and then destroyed unless a significant issue is involved in which case documents are transferred to the Jersey Archive.*

Planning permission for display advertisements and movable structures on Parish Land

Description

> *Management of applications for planning permission, display advertisements on private land or permission to erect or station a movable structure at the Parish Hall.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Planning and Building (Application Publication) (Jersey) Order 2006, The Planning and Building (Display of Advertisements) (Jersey) Order 2006 and The Planning and Building (Moveable Structures) (Jersey) Order 2006.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address and contact details.*

Personal Data Sourced From

> *Personal Data may be sourced from applications for planning permission, display advertisements and moveable structures.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

Roadworks on Parish roads

Description

> *The Parish is the Highway Authority that issues permits for roadworks on Parish by-roads. The Parish also issues permits for scaffolding that impinges upon Parish by-roads.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Road Works and Events (Jersey) Law 2016.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, contractor details and training and qualification records.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms, other Parishes in Jersey and the Department for Growth, Housing and Environment.*

Personal Data Transferred To

> *Personal Data may be transferred to the Department for Infrastructure, other Parishes in Jersey and the States of Jersey Police.*

Personal Data Retention

> *Personal Data will be retained for 10 years then destroyed.*

Permissions for the installation of overhead cables

Description

> *Management of permissions for the installation of overhead cables, street lighting and wayleaves for poles and other equipment.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Electricity (Jersey) Law 1937.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and contractor details.*

Personal Data Sourced From

> *Personal Data may be sourced from the Jersey Electricity Company.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

Water supply disconnection notices

Description

> *Management of notices of the intention of Jersey Water to disconnect a property.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Water (Jersey) Law 1972.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, contractor details and financial information.*

Personal Data Sourced From

> *Personal Data may be sourced from Jersey Water.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

Places to store boats

Description

> *The rental of certain boat storage spaces at Le Hocq.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' DPJL Schedule 2(4c). The provision of certain boat storage spaces at Le Hocq.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details, financial information, name of boat and boat identification number.*

Personal Data Sourced From

> *Personal Data may be sourced from application forms.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

> .

Supervision of gas installations

Description

> *Supervision of gas installations as required by law and to provide notices when street improvements are made.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Jersey Gas Company (Jersey) Law 1989.*

Personal and Special Category Data Processed

> *The categories of Personal Data collected and/or processed are title, name, address, contact details and contractor details.*

Personal Data Sourced From

> *Personal Data may be sourced from the Jersey Gas Company.*

Personal Data Transfer - Not Applicable

Personal Data Retention

> *Personal Data will be retained for 10 years and then destroyed.*

Freedom of Information Requests

Description

> *The Parish may need to respond to requests made under the Freedom of Information (Jersey) Law 2011. Requests may be relevant to the Parish or to all the Parishes of Jersey. Note that no Personal Data of the requester will be published.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Freedom of Information (Jersey) Law 2011.*

Personal and Special Category Data Processed

> *In respect of the requester - The categories of Personal Data collected and/or processed are title, name, address and contact details.*

Personal Data Sourced From

> *Personal Data may be sourced from the request under the Freedom of Information (Jersey) Law 2011.*

Personal Data Transferred To

> *If the requester appeals that the information supplied is incomplete or incorrect Personal Data relating to the Parish Officers collating the information Personal Data may be transferred to the Information Commissioner for Jersey.*

Personal Data Retention

> *All Parish paperwork relating to any request will be retained for 10 years and then destroyed.*

Personal Data Protection

Description

> *The Parish is subject to Personal Data Protection legislation and collects and processes Personal Data and Special Category Data as necessary to carry out the processes required by Law and under good practice.*

Legal Basis

> *The conditions for the collection and processing of Personal Data is 'Public Function' (DPJL Schedule 2(4)) to exercise functions conferred under: The Data Protection (Jersey) Law 2018.*

Personal and Special Category Data Processed

> *In relation to individuals making Subject Access Requests and in recording and reporting Personal Data Breaches - The categories of Personal Data collected and/or processed are title, name, address, contact details, other identifiers including IP address, Social Security number, electoral register number, ratepayer number, driving licence number and others as necessary and Personal Data held and/or processed relating to the requester.*

> In relation to individuals making Subject Access Requests and in recording and reporting Personal Data Breaches - Special Category Data collected and processed includes Data that has been collected and/ or processed under one of more of the functions described in this Privacy Notice.

Personal Data Sourced From

> In responding to Subject Access Requests and Personal Data breaches and potential breaches - Personal Data may be sourced from the requester, the person reporting a breach or potential breach, correspondence including email, application forms both on paper and electronic, Computer systems monitoring and protection including Cyber Security, other Parishes and Government Departments with whom Personal Data is shared under Data Sharing Agreements, Organisation that act as Data Processors for the Parish and the Jersey Office of the Information Commissioner.

Personal Data Transferred To

> In responding to Subject Access Requests and Personal Data breaches and potential breaches - Personal Data may be transferred to the Jersey Office of the Information Commissioner and other Parishes and Government Departments with whom Personal Data is shared under Data Sharing Agreements, Organisation that act as Data Processors for the Parish.

Personal Data Retention

> Personal Data collected in responding to Subject Access Requests and Personal Data breaches and potential breaches - will be retained for 5 years and then destroyed.

Rights of Data Subjects

Parishioners and others who interact with the Parish of St Clement have the following rights regarding data processing and the Personal Data that is processed about them:

> To make subject access requests regarding the category and nature of information held, the purpose for which it is held, details of any processing performed, the period for which it is to be held and to whom it has been disclosed.

- > *To prevent processing likely to cause damage or distress.*
- > *To prevent processing for purposes of direct marketing.*
- > *To be informed about the use of any automated decision-taking processes that will significantly affect them.*
- > *To not have significant decisions that will affect them taken solely by automated processes.*
- > *To sue for compensation if they suffer damage by any contravention of the DPJL.*
- > *To take action to rectify, block, erase, including the right to be forgotten, or destroy inaccurate data.*
- > *To have Personal Data provided to them in a structured, commonly used and machine-readable format, and the right to have that data transmitted to another controller.*
- > *To object to any automated profiling that is occurring. This is linked to the rights of a data subject to object to profiling and to be informed about the existence of profiling, of measures based on profiling and the envisaged effects of profiling on the individual.*
- > *Data subjects have the right to complain to the Parish in respect of the Parish's processing of their personal data.*
- > *To lodge a complaint with the relevant supervisory authority. In Jersey this is the Office of the Information Commissioner and their contact details are: Telephone: +44 (0)1534 716530. Email: enquiries@jerseyoic.org. Address: Office of the Information Commissioner, 2nd Floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT.*

Where data is processed for a law enforcement purpose, your rights are modified by Schedule 1 of the DPJL. Please contact us if we can provide any assistance in this respect.

Contact us:

Email: dp@salboa.com
 Telephone: +44(0)1534-854724
 Postal: Attention: Data Protection

Parish Hall

La Grande Route de la Cote

St Clement

Jersey, JE2 6FP

We will review this privacy notice periodically and will post updates on our website.

Parish Privacy Notice PN-POSC-Ver1.3 04/03/2020