

Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
Parish Rates	Identity, contact, land/property, payment	Royal Court & lawyers re land registry transactions, Jersey Property Bulletin, owners of land & property (if leased)	Public function	Other Parishes, debt collectors, accountants, auditors, service providers	None	Statutory	10 years
Parish Roads	Identity, contact, land/property, payment	Contractors, GoJ Department for Infrastructure	Public function	Other Parishes, contractors, GoJ Department for Infrastructure, auditors	None	Statutory	20 years
Honorary Police	Identity, contact, date of birth, occupation, appropriate adult, conduct, offence, photograph, signature, video footage, sanction (e.g. fine), payment, criminal record & health details	Other competent authorities as defined by DPJL sch. 1, other GoJ departments, members of the public, JSPCA	Public function: the administration of justice DPJL sch. 2 13 (a) and functions of a police officer DPJL sch. 2 25 in accordance with the Honorary Police (Jersey) Law 1974 & other legislation	Other competent authorities as defined by DPJL sch. 1, JSPCA, accountants, auditors	None	Statutory	20 years
Electoral register & conduct of elections	Identity, contact, date of birth, occupation, signature, residence category, applications for omission	Other Parishes	Public function	Other Parishes, Candidates for Election	None	Statutory	Electoral register only held in "current" form. Annual statements: 5 years. Other records: 10 years
Administration of candidates standing for election	Identity, contact, and other details depending on the office including, where relevant, political affiliations - see nomination forms on parish.gov.je or contact us for more details	None	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Public Elections (Jersey) Law 2002	Judicial Greffe, Law Officers Department	None	Statutory	5 years
Parish Assemblies	Identity (if you address the assembly or participate in another way e.g. seconding a motion)	None	Public function	Minutes are a public record	None	Statutory	20 years

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Ecclesiastical Assemblies	Identity (if you address the assembly or participate in another way e.g. seconding a motion)	None	Public function	Minutes are a public record	None	Statutory	20 years
Rectorat	Identity, contact, details re property / land owned / occupied	Public registry	Public function	Professional advisers	None	Contractual	20 years
Parish Committees	Identity, contact and other details relevant to the function / transaction	None	Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent before doing so	None	n/a	20 years
Correspondence	Identity, contact & other information you choose to provide	None	Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent before doing so	None	n/a	20 years
Registration of births, marriages, civil partnerships & deaths	Identity, contact, religion, sexual orientation, payment	Office of the Superintendent Registrar, family members, medical professionals	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Marriage & Civil Status Jersey Law	Office of the Superintendent Registrar, GoJ CLS Department, medical professionals, funeral directors	None	Statutory	Personal data is recorded in bound volumes so the retention period is set by when volumes are completed - please contact us if you would like more details

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Jersey driving licences	Identity (including copying an id document for 1st application), contact, date of birth, photograph, signature, vehicle categories, payment, health, licence endorsements	Magistrates court, DVS, other Parishes, other licencing authorities, health professionals	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Road Traffic (Jersey) Law 1956	Other Parishes, other licencing authorities, IT service providers, auditors	If you exchange a Jersey licence for a foreign licence (or vice versa) we will transfer information necessary for the exchange. Our IT system provider's subcontractor may have occasional incidental access to personal data. EU approved standard contractual clauses are in place to secure your rights in respect of this data.	Statutory	16 years
International driving permits	Identity, contact, date of birth, photograph, signature, payment	None	Public function	DVS, auditors	None	Statutory	3 years
Licences & permits: liquor, fireworks, places of refreshment, Sunday trading, entertainment, late-night & P30	Identity, contact, premises, occupation, signature, date & place of birth, payment, references, criminal record, vehicle registration	GoJ Treasury, Bailiff's office, referees, criminal record checking organisations	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Licencing (Jersey) Law 1974, the Explosives (Jersey) Law 1970, the Places of Refreshment (Jersey) Law 1967, the Shops (Regulation of Opening and Deliveries) (Jersey) Law 2010	Licencing assembly, SoJ Police, DVS, Judicial Greffe, criminal record checking organisations, auditors	None	Statutory	10 years

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Firearms certificates	Identity, contact, date & place of birth, nationality, occupation, basis of occupation of home, previous addresses in last 5 years, photograph, signature, payment, name of GP, referees, health, criminal record, previous certificates, firearms & ammunition, club membership, reason for possession, land permitted to shoot on	SoJ Police, referees, medical professionals, criminal record checking organisations	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13b in accordance with the Firearms (Jersey) Law 2000	Other Parishes, SoJ Police, medical professionals, auditors	None	Statutory	20 years
Dog licences	Identity, contact, payment & details of dog(s)	Members of the public, other Parishes, SoJ Police, JSPCA	Public function	Other Parishes, SoJ Police, JSPCA, auditors	None	Statutory	5 years
Choses Publique	Identity, contact, payment	None	Public function	SoJ Police licencing unit, auditors	None	Statutory	5 years after change of licencee
Visite Royale	Identity, contact, details re property / land owned / occupied, infraction	Owner of land / property (if leased)	Public function	Royal Court. Judicial Greffe	None	Statutory	20 years
Branchage	Identity, contact, details re property / land owned / occupied, infraction, payment	Owner of land / property (if leased)	Public function	Auditors. In the event a penalty is not paid: Petty Debts Court	None	Statutory	5 years
Hiring the Parish Hall	Identity, contact, payment	None	Contract	Auditors	None	Contractual	5 years
Parish housing: Les Maisons Cabot & Maison Gallichan	Identity, contact, date of birth, eligibility, requirements in respect of housing, signature, payment, next of kin, health details	GoJ CLS department - housing gateway	Contract, public function: the exercise of any functions of a public authority DPJL sch. 2 13c	GoJ CLS department - housing gateway, auditors	None	Contractual	Re leases: 10 years after the end of a lease. All other 20 years

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Parish housing waiting list	Identity, contact, type of housing required	GoJ CLS department - housing gateway	Contract, public function: the exercise of any functions of a public authority DPJL sch. 2 13c	GoJ CLS department - housing gateway	None	n/a	3 years
Parish land & buildings	Identity, contact, other information relevant to the property transaction	Royal Court & lawyers re land registry transactions, Jersey Property Bulletin	Contract	Professional advisers	None	Contractual	Re property owned by the Parish: 10 years after sale. All other: 20 years
Property searches	Identity, contact, details re property	Professional advisers	Public function	Professional advisers	None	n/a	20 years
Removal of vehicles	Identity, contact, details re land owned / occupied, payment & vehicle registration details	DVS	Public function	Motor vehicle removal operators, auditors	None	Statutory	10 years
Community Support	Identity, contact, health details, payment, assistance required	SoJ Police, GoJ departments, medical professionals, family members, members of the public	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c	SoJ Police, GoJ departments, medical professionals, auditors	None	n/a	While volunteering or receiving assistance plus 1 year
Covid-19	Identity, contact, health details, payment, assistance required	GoJ CLS department, Bosdet foundation, family members, members of the public	Public function: the exercise of any functions of a public authority DPJL sch. 2 13c & Public Health DPJL sch. 2 16	CLS department, medical professionals, auditors	None	n/a	Until the pandemic is declared over
Covid-19 contact tracing	Identity, contact, dates & times present	None	Consent	GoJ contact tracing team	None	n/a	21 days
Administration of Trusts	Identity, contact	Trustees, other professional service providers	Public function	Trustees, other professional service providers, auditors	None	n/a	20 years
Charitable donations	Identity, contact	Recipients of donations	Public function	Auditors	None	n/a	10 years
Events e.g. Remembrance Sunday, lunches, outings etc	Identity, contact, other information relevant to the event	GoJ CLS department	Public function	None	None	n/a	10 years

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Parish Magazine	Identity, contact, payment	None	Public function	Printers and other service providers, auditors	None	n/a	3 years
Permission for installation of overhead cables	Identity, contact	Jersey Electricity Plc, Department for Infrastructure, contractors	Public function	Jersey Electricity Plc, Department for Infrastructure, contractors	None	Statutory	10 years
Supervision of gas installations	Identity, contact	Jersey Gas	Public function	Jersey Gas	None	Statutory	10 years
Water supply disconnection notices	Identity, contact	Jersey Water	Public function	Jersey Water Limited	None	Statutory	10 years
Refuse collection	Identity, contact	Contractor	Public function	Contractor	None	n/a	10 years
Parish cemeteries	Identity, contact, payment	Family members, funeral directors	Public function	Auditors	None	n/a	Personal data is recorded in bound volumes so the retention period is set by when volumes are completed, plus 20 years - please contact us if you would like more details
Use of Parish Land to display signs or install moveable structures	Identity, contact, payment	Planning department	Public function	Planning department, auditors	None	Statutory	10 years
Recruitment (please refer to our internal notice if you are a current / past employee or volunteer)	Identity, contact and other information as provided by you on your cv or other form of application	Referees & criminal record check organisations	Contract	Recruitment and other advisers including, where stated (e.g. in our staff handbook), members of the municipality (e.g. Procureurs)	None	Contractual	6 months after the date the vacancy you applied for was filled
Social media	Identity, contact	Social media providers	Public function	None	Please refer to the relevant social media provider's data protection policy or contact us if you have concerns	n/a	1 year

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Accounting and audit	Audit rules require that our auditors have unfettered access to our records, insofar as these relate to our accounts, so any/all personal data held by the Parish is in scope for this purpose	None	Public function	Accountants, auditors	None	n/a	10 years
Insurance	Identity, contact and other details relevant to the policy or any claim	Insurers & others concerned with the policy or any claim	Contract	Insurers	None	Contractual	5 years
FOI requests	Identity, contact & request details	None	Public function	None	None	Statutory	10 years
Data protection	Identity, contact & request details	None	Public function	None	None	Statutory	5 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law							