

**The Data Protection Act 1998** makes provision for the regulation of the processing of information **relating to individuals**, including the obtaining, holding, use or disclosure of such information which is held on **COMPUTERS**.

### **The Principles of Data Protection**

Anyone processing personal data must comply with the eight enforceable principles of good practice. They say that data must be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- secure;
- not transferred to countries without adequate protection.

Personal data covers both facts and opinions about the individual. Data can only be used for the purpose for which it was collected and cannot be disclosed to anyone unless consent has been obtained or the Data Protection notification allows disclosure.

**REMEMBER that both the Council AND the employee can be prosecuted in Court for a breach of these principles**

**The most common cause for complaints is the release of information to those not entitled to it or use of information for which it was not collected. Before releasing or using information held on your computer ensure that you are entitled to do so.**

Annexed below is a copy of the Council's notification which identifies all data held by the Authority concerning individuals, from whom the data is collected, why it is used, what sort of information and to whom it is disclosed. If you have data that you do not think is mentioned or is used in a way not specified please contact me

Additional information about the above principles may be obtained from David Parsons  
Assistant County Secretary (Administration) County Secretary's Department

Tel: 01597 - 826373

Fax: 01597 - 826220

Email: [depars@powys.gov.uk](mailto:depars@powys.gov.uk)

OR by logging onto the Data Protection website at <http://www.dataprotection.gov.uk/>

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

**POWYS COUNTY COUNCIL**

**It contains personal data held for 14 purposes detailed on the following pages:**

**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 Controller's further description:** Administration In Relation To Staff And Elected Members.

This Purpose Includes;  
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.  
Planning And Management Of The Council's Workload.  
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 Email 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  
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 With Whom Staff Come Into Contact.  
Relatives, Guardians, Associates And Representatives Of Staff

**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

**Recipients (1998 Act)** 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  
Suppliers, Providers Of Goods Or Services  
Financial Organisations And Advisers  
Survey And Research Organisations

Local Government  
The Media  
Employment And Recruitment Agencies  
Auditors  
Courts / Tribunals  
Careers Service  
Trade Unions And Staff Associations  
Professional Advisers Of The Council  
The Inland Revenue, Dss And Other Central Government Depts (For Tax Benefits And Pensions Purposes And Occasionally For Work Planning Purposes).

**Transfers:** None Outside The European Economic Area

## **2 - Advertising, Marketing & Public Relations**

**Purpose Description::** Advertising Or Marketing The Business Of The Data Controller, Activity, Goods Or Services And Promoting Public Relations In Connection With That Business Or Activity, Or Those Goods Or Services

**Data Controller's further description:** Advertising, Marketing, Public Relations, General Advice Services

This Purpose Includes;  
Administration Of Promotional And Other Publicity Campaigns.  
Advertising And Promotion Of The Council And Its Services  
Including By Direct Marketing Means.  
Advertisement And Provision Of General Advice To Members Of The Public About Council Services, Citizen Rights Etc.  
Advertisement And Provision Of General Advice To Members Of The 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

**Data Subjects are:** Customers And Clients  
Complainants, Correspondents And Enquirers  
Correspondents, Enquirers, Persons To Whom The Council Provides,  
May Provide Or Has Provided Goods Or Services  
Relatives, Guardians, Associates Of Correspondents, Enquirers Etc.  
Persons Who May Be The Subject Of Enquiry, Press Release Or Other Promotional Exercise.  
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  
Employment Details  
Racial Or Ethnic Origin  
Physical Or Mental Health Record Etc. (Where Relevant To Enquiry Or To Service Being Advertised Or Promoted)

**Recipients (1998 Act):** Data Subjects Themselves  
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

Political Organisations  
The Media  
Auditors  
Trade Unions And Staff Associations  
School Boards (In Scotland)  
Users Of Council Services

**Transfers**

Worldwide  
Via Internet

**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 Controller's further description:**

Management Of Supplier Records.  
The Administration Of Supplier Records Relating To Goods, Orders, Services And Accounts

**Data Subjects are:**

Customers And Clients  
Suppliers  
Employees And Representatives Of 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  
Racial Or Ethnic Origin  
Offences (Including Alleged Offences)

**Recipients (1998 Act):**

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  
Recipients Of Council Services.

**Transfers:**

None Outside The European Economic Area

**4 - Property Management**

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose Description</b>                    | The Management And Administration Of Land, Property And Residential Property And The Estate Management Of Other Organisations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Data Controller's further description:</b> | <p>Housing And Property Administration</p> <p>This Purpose Includes;<br/> Management And Administration Of Land, Commercial And Residential Property Let By The Council.<br/> Administration Of Property Occupied By The Council.<br/> The Sale Or Disposal Of Property Owned By The Council.<br/> Administration Of Housing And Property Grants.<br/> Housing Allocation And Administration Of Waiting Lists.<br/> Conduct Of Housing Needs Surveys</p>                                                                                                                                                                                                                  |
| <b>Data Subjects are:</b>                     | <p>Suppliers<br/> Landlords<br/> Tenants Of Residential Property And Other Residents Of The Borough , And Members Their Families / Households.<br/> Tenants Of Commercial Property And Their Agents Or Representatives.<br/> 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)</p>                                                                                                                                                                                                                                           |
| <b>Data Classes are:</b>                      | <p>Personal Details<br/> Family, Lifestyle And Social Circumstances<br/> Employment Details<br/> Financial Details<br/> Goods Or Services Provided<br/> Racial Or Ethnic Origin<br/> Physical Or Mental Health Or Condition<br/> Offences (Including Alleged Offences)<br/> Housing Needs</p>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Recipients (1998 Act):</b>                 | <p>Data Subjects Themselves<br/> Relatives, Guardians Or Other Persons Associated With The Data Subject<br/> Healthcare, Social And Welfare Advisers Or Practitioners<br/> Suppliers, Providers Of Goods Or Services<br/> Persons Making An Enquiry Or Complaint<br/> Financial Organisations And Advisers<br/> Credit Reference Agencies<br/> Debt Collection And Tracing Agencies<br/> Survey And Research Organisations<br/> Police Forces<br/> Local Government<br/> The Media<br/> Auditors<br/> Courts / Tribunals<br/> Department Of Environment, Transport And The Regions<br/> Housing Associations<br/> Employees And Representatives Of Commercial Tenants</p> |
| <b>Transfers:</b>                             | None Outside The European Economic Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## 5 - Leisure and Cultural Services

### Purpose Description

|                                               |                                                                                   |
|-----------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Data Controller's further description:</b> | <p>This Purpose Includes;<br/> Administration Of Library And Lending Services</p> |
|-----------------------------------------------|-----------------------------------------------------------------------------------|

Administration Of Theatres, Galleries And Arts Centres.  
 Administration Of Youth And Community Centres  
 Administration Of Sports Centres, Swimming Pools And Public Halls.  
 Administration Of Parks.  
 Administration Of Allotments.  
 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  
 Advisers, 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  
 Physical Or Mental Health Or Condition  
 Offences (Including Alleged Offences)  
 Membership Details  
 Employment Details (In Relation To Concessionary Charges).  
 Education Details (In Relation To Youth Clubs Etc.).  
 Financial Details ( For Processing Of Membership And Admission Charges Etc.).

**Recipients (1998 Act):**

Data Subjects Themselves  
 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  
 Local Government  
 Voluntary And Charitable Organisations  
 Religious Organisations  
 The Media  
 Auditors  
 Courts / Tribunals  
 Providers Of Services Within Council Owned / Run Facilities.

**Transfers:**

Worldwide  
 Via Internet For Publicity Purposes

## 6 - Education

**Purpose Description:** The Provision Of Education Or Training As A Primary Function Or As A Business Activity

**Data Controller's further description:**

Provision Of Administration Of Schools And Colleges  
 Education And Training Courses  
 Preparation Of Dfee Returns  
 Administration Of Student Grants And Awards  
 Administration Of Services Provided To Schools And Colleges  
 Organisation Of Election To Boards Of Governors And School Boards

**Data Subjects are:** Suppliers  
Members Or Supporters  
Complainants, Correspondents And Enquirers  
Advisers, Consultants And Other Professional Experts  
Students And Pupils  
School Staff, Members Of School Boards / Boards Of Governors  
Council Staff (Including Permanent And Temporary Employees,  
Volunteers, Consultants, Self Employed And Other Persons  
Contracted To Provide Services On Behalf Of The Council).  
Relatives, Guardians, Carers Or Representatives Of Pupils And Students.

**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  
Physical Or Mental Health Or Condition  
Offences (Including Alleged Offences)  
Student And Pupil Records

**Recipients (1998 Act):** 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  
Trade, Employer Associations And Professional Bodies  
Police Forces  
Local Government  
Voluntary And Charitable Organisations  
Religious Organisations  
Auditors  
Courts / Tribunals  
Careers Service  
Department For Education And Employment  
Department Of Health

**Transfers:** Worldwide  
Via Internet ( E,G, Examination Results)

## **7 - Assessment and Collection of Taxes and Other Revenue**

**Purpose Description:** Assessment And Collection Of Taxes, Duties, Levies And Other Revenue.

**Data Controller's further description:** Calculation And Assessment Of Rates / Tax Due  
Conduct Of Council Tax Canvasses  
Issue Of Notices And Demands  
Collection And Processing Of Payments  
Debt Tracing And Collection Of Council Tax And Nndr

**Data Subjects are:** 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 Charge Or Rate  
Payers  
Relatives ,Guardians, Associates Or Representatives Of The Charge And Rate Payers

**Data Classes are :** Personal Details  
Family, Lifestyle And Social Circumstances  
Employment Details  
Financial Details  
Business Activities Of The Data Subject

**Recipients (1998 Act);** Data Subjects Themselves  
Business Associates And Other Professional Advisers  
Suppliers, Providers Of Goods Or Services  
Financial Organisations And Advisers  
Debt Collection And Tracing Agencies  
Survey And Research Organisations  
Local Government  
The Media  
Auditors  
Courts / Tribunals  
Department Of Social Security  
Landlords

**Transfers:** None Outside The European Economic Area

#### **8 - Benefits, Grants and Loans Administration**

**Purpose Description:** The Administration Of Welfare And Other Benefits  
Administration Of Housing And Council Tax Benefits

**Data Controller's further description:** Processing Applications, Assessing Claims, Payment Of Benefits. Investigation Of Suspect Claims

**Data Subjects are:** Suppliers  
Police Officers  
Investigators  
Employers  
Landlords  
Claimants And Recipients Of Benefits. 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, And Representatives Of Claimants And Recipients. Representatives Of Other Public Bodies ( E.G. Benefits Agency, Other Local Authorities) Held In Relation To The Assessment And Investigation Of Claims. Witnesses (In Relation To Investigation Of Alleged Fraudulent Claims). Offenders And Suspected Offenders (In Relation To Investigation Of Alleged Fraudulent Claims)

**Data Classes are:** Personal Details  
Family, Lifestyle And Social Circumstances  
Employment Details  
Financial Details  
Physical Or Mental Health Or Condition  
Offences (Including Alleged Offences)

**Recipients (1998 Act):** Data Subjects Themselves  
Suppliers, Providers Of Goods Or Services  
Financial Organisations And Advisers  
Survey And Research Organisations  
Police Forces  
Local Government  
The Media  
Courts / Tribunals



Audit Commission  
Department Of Environment, Transport And The Regions  
Department Of Social Security  
Employers Of The Claimant Or Recipient (For Claims Verification And Attachment Of Earnings Purposes)

**Transfers:** None Outside The European Economic Area

## **9 - Planning, Licensing, Registration and Regulation**

### **Purpose Description:**

**Data Controller's further description:** This Purpose Describes A Wide Range Of Licensing And Regulatory Activity Including;  
The Issue And Administration Of Licenses For Instance Street Traders, Taxi Drivers.  
Environmental Health.  
Trading Standards.  
Consumer Protection.  
Planning And Highways Departments  
Investigation And Prosecution Work Conducted By Trading Standards, Environmental Health And Consumer Protection Officers / Departments.( Including Thr Serving Of Enforcement And Other Notices).  
Registration Of Door Supervisors

**Data Subjects are :** Complainants, Correspondents And Enquirers  
Advisers, Consultants And Other Professional Experts  
Offenders And Suspected Offenders  
Witnesses  
Police Officers  
Investigators  
Licence And Permit Holders, Applicants And Their Representatives.  
Traders And Others Subject To Inspection And Their Representatives.  
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  
Racial Or Ethnic Origin  
Physical Or Mental Health Or Condition  
Offences (Including Alleged Offences)  
Business Activities Of The Data Subject

**Recipients (1998 Act):** 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  
Trade, Employer Associations And Professional Bodies  
Police Forces  
Private Investigators  
Local Government

Courts / Tribunals  
Audit Commission  
Department Of Environment, Transport And The Regions  
Office Of Fair Trading (Of)  
Driver Vehicle Licensing Authority  
Land Registry

**Transfers:** Worldwide  
Lists Of License Holders Etc. Are Published Via The Internet

**10 - Social Services**  
**Purpose Description:**

**Data Controller's further description:** This Purpose Includes;  
Provision Of Social Services, Social Work Services, Social Welfare Services.  
Licensing, Inspection And Administration Of Old People'S Homes And Centres.  
Home Help Services.  
School Meals And School Clothing.  
Children At Risk, Adoption And Fostering.  
Registration And Administration Of Child Minders.  
Provision Of Services To Sick Or Disabled Persons  
Treatment And Rehabilitation Of Offenders  
Provision Ofcareline Services For Residents Of Council And Other Properties.

**Data Subjects are :** Complainants, Correspondents And Enquirers  
Users 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.  
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.  
Foster Parents, Child Minders 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  
Employment Details  
Financial Details  
Racial Or Ethnic Origin  
Political Opinions  
Religious Or Other Beliefs Of A Similar Nature  
Physical Or Mental Health Or Condition  
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.

**Recipients (1998 Act):** Data Subjects Themselves  
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  
 Home Office And Agencies  
 Probation Services  
 Relatives, Guardians Or Representatives Of Users, Clients,Persons At Risk,Offenders Etc.  
 Employers Of Users, Clients, Persons At Risk, Offenders Etc.  
 Healthcare / Social / Welfare Advisers Or Practitioners

**Transfers:** None Outside The European Economic Area

## **11 - Crime Prevention and Prosecution of Offenders**

**Purpose Description:** Crime Prevention And Detection And The Apprehension And Prosecution Of Offenders.

**Data Controller's further description:** This Purpose Includes;  
 Initiatives Under The Crime And Disorder Act.  
 Operation Of Cctv Systems In Shopping Centres, Housing Estates, Council Premises  
 Where The Object Is The Prevention And Detection Of Crime Preparation And Serving Of  
 Anti Social Behaviour Orders  
 Community Safety Programmes.

**Data Subjects are :** Suppliers  
 Complainants, Correspondents And Enquirers  
 Employers  
 Members Of The Public Whose Images May Be Captured On Cctv.  
 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.  
 Complainants, Members Of Their Families And Other Representatives  
 Witnesses, Members Of Their Families And Other Representatives  
 Offenders And Suspected Offenders, 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.

**Recipients (1998 Act):** Data Subjects Themselves  
 Suppliers, Providers Of Goods Or Services  
 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  
 Department Of Social Security  
 Relatives, Guardians, Associates Or Representatives Of The Data Subject  
 Employers Of The Data Subject

**Transfers:** None Outside The European Economic Area

## **11 - Corporate Functions**

### **Purpose Description:**

**Data Controller's further description:** 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 European Union 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 For Visitors To Council Premises And Other Persons.  
 Statutory Audit.  
 Research And Analysis (E.G. Best Value Studies, Satisfaction Surveys, Organisation Of Citizens Panels).  
 Operation Of The Councils Complaints Procedure.

**Data Subjects are :** Suppliers of The Council.  
 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

**Recipients (1998 Act):** Data Subjects Themselves  
 Current, Past Or Prospective Employers Of The Data Subject  
 Suppliers, Providers Of Goods Or Services  
 Trade, Employer Associations And Professional Bodies  
 Local Government  
 Central Government  
 Voluntary And Charitable Organisations  
 Religious Organisations  
 Auditors  
 E U Bodies  
 Local Government Association  
 Cosla (In Scotland)  
 Scottish Assembly (In Scotland)

Welsh Assembly (In Wales)

**Transfers:** Worldwide  
Via Internet

### **13 - Other non - commercial activities**

#### **Purpose Description:**

**Data Controller's further description:** This General Purpose Is Designed To describe other relatively minor , Non Commercial Uses Of Personal Data Including;  
Administration Of Concessionary Travel And Other Concessionary Schemes  
Town Twinning.  
Administration Of Grants.  
Refuse Collection From Residential Properties.  
Provision Of Cemetery And Crematoria Services (On A Non Commercial Basis).  
Maintenance Of Public Grounds.  
Provision Of Management, Accountancy And Administrative Services  
To Other Organisations (E.G.Voluntary Sector Projects).  
Please 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  
Physical Or Mental Health Or Condition

**Recipients (1998 Act):** Data Subjects Themselves  
Current, Past Or Prospective Employers Of The Data Subject  
Education, Training Establishments And Examining Bodies  
Employees And Agents Of The Data Controller  
Suppliers, Providers Of Goods Or Services  
Police Forces  
Local Government  
Central Government  
Voluntary And Charitable Organisations  
Religious Organisations  
Auditors  
Courts / Tribunals  
Elected Members  
Claimants, Beneficiaries, Assignees, Payees

**Transfers:** **None outside the European Economic Area**

### **14 - Other Commercial Services**

#### **Purpose Description:**

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data Controller's further description:</b> | <p>This General Purpose Is Designed To Describe Other Relatively Minor, Commercial Uses Of Personal Data Including;</p> <p>General Insurance Administration Including Claims Handling And Investigation.</p> <p>Commercial Refuse Collection.</p> <p>Payslip Mailings On Behalf Of Commercial Organisations.</p> <p>Sale Of Burial Plots, Provision Of Cemetery And Crematoria Services (On A Commercial Basis).</p> <p>Loans Administration.</p> <p>Provision Of Management, Accountancy and administrative Services To other Organisations (eg. Voluntary Sector Projects)</p> <p>Administration of Car parks</p> <p>Administration of Abandoned vehicles system</p> <p>Operation Of Caravan Sites.</p> <p>Please Note;</p> <p>Any Additional Uses Of Personal Data Must Be Listed.</p> |
| <b>Data Subjects are :</b>                    | <p>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).</p> <p>Customers and Clients</p> <p>Suppliers</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Data Classes are :</b>                     | <p>Personal Details</p> <p>Employment Details</p> <p>Financial Details</p> <p>Goods Or Services Provided</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Recipients (1998 Act):</b>                 | <p>Data Subjects Themselves</p> <p>Suppliers, Providers Of Goods Or Services</p> <p>Financial Organisations And Advisers</p> <p>Credit Reference Agencies</p> <p>Debt Collection And Tracing Agencies</p> <p>Trade, Employer Associations And Professional Bodies</p> <p>Police Forces</p> <p>Local Government</p> <p>Central Government</p> <p>Auditors</p> <p>Courts / Tribunals</p> <p>Trade Unions And Staff Associations</p>                                                                                                                                                                                                                                                                                                                                                         |
| <b>Transfers:</b>                             | <p>None Outside The European Economic Area</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**End**