Intended 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, attributes of land / property, payment	Royal Court & conveyancers re land registry transactions, Jersey Property Bulletin, owners of land & property (if leased)	Public function DPJL sch. 2 4 (b), (c) and (d) / 13 (b) and (c), other legal obligation DPJL sch. 2 7 & prevention of unlawful acts DPJL sch. 2 19 in accordance with the Rates (Jersey) Law 2005	Other Parishes, debt collectors, accountants, auditors, IT service providers, Jersey Post & other printing service providers. Please also note that rateable values of properties are made available for comparative purposes, in accordance with the Rates Law	Our IT system provider's subcontractor may have occasional incidental access to personal data for software support purposes. EU standard contractual clauses have been implemented and their effectiveness for this purpose is being monitored on an ongoing basis	Statutory	10 years
Parish Roads	Identity, contact, details of relevant land / property, nature of works proposed / undertaken, other information you choose to provide, payment	GoJ Infrastructure & Environment Department, contractors, other professionals e.g., architects	Public function	GoJ Infrastructure & Environment Department, other Parishes, contractors, other professionals, accountants, auditors. Please note that some of your information may be made public, dependent on the circumstances	None	Statutory	20 years

Intended 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
Honorary Police	Identity, contact, date of birth, occupation, appropriate adult, conduct, offence, photograph, telephone call recordings, body worn video & audio footage, sanction (e.g., fine), payment, criminal record & health details, welfare, information about ownership of dogs and responsibility for certain farm animals	Other competent authorities as defined by DPJL art. 4 (7), other GoJ departments, other organisations in accordance with Jersey law, members of the public, JSPCA	Public function: DPJL sch. 2 13, prevention of unlawful acts: DPJL sch. 2 19 and functions of a police officer DPJL sch. 2 25 in accordance with the Honorary Police (Jersey) Law 1974 & other legislation e.g., the Loi (1914) sur la Voirie re an obstruction on a public road. Please contact us if you would like more details	Other competent authorities as defined by DPJL art. 4 (7), JSPCA, stray dog service provider, IT system / service providers, accountants, auditors, appropriate adult service provider	None	Statutory	20 years
Electoral register & conduct of elections	Identity, contact (address, email & telephone number), date of birth, eligibility, eligibility date, occupation***, residence category, opt-out from candidates lists	Government of Jersey, other Parishes	Public function	Jersey Electoral Authority, other Parishes, States Greffe, Judicial Greffe, Viscount's Department, candidates for election, IT & other service providers	If you register to vote online, our IT system provider's subcontractor may have occasional incidental access to personal data for software support purposes. EU standard contractual clauses have been implemented and their effectiveness for this purpose is being monitored on an ongoing basis	Statutory	5 years after you have ceased to be eligible to vote

Intended 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
Administration of candidates standing for election	Identity, contact, and other details depending on the office e.g., re disqualification and political affiliation - see nomination forms on www.vote.je & the Parish website or contact us for more details	Jersey Electoral Authority, States Greffe, Judicial Greffe, other Parishes	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13 (b) in accordance with the Elections (Jersey) Law 2002 and other legislation	Jersey Electoral Authority, Royal Court, States Greffe, Judicial Greffe, Law Officers Department, other Parishes, IT & other service providers	None	Statutory	5 years
Parish Assemblies	Identity & contact details (if you address the assembly or participate in another way e.g., seconding a motion)	None	Public function. If you participate in an unofficial capacity we will ask for your consent before publishing your name or other information about you e.g., on the Parish website	Minutes are a public record	None	Statutory	Signed minutes are retained in perpetuity - by the Parish initially, then Jersey Archive. Other records: 20 years
Ecclesiastical Assemblies	Identity & contact details (if you address the assembly or participate in another way e.g., seconding a motion)	None	Public function. If you participate in an unofficial capacity we will ask for your consent before publishing your name or other information about you e.g., on the Parish website	Minutes are a public record	None	Statutory	Minutes are retained in perpetuity - by the Parish initially, then Jersey Archive. Other records: 20 years
Rectorat	Identity, contact, details re property / land owned / occupied	Public registry	Public function	Professional advisers	None	Contractual	20 years
Parish Committees and Associations e.g., Twinning Association	Identity, contact and other details that are relevant to the committee or activity e.g., re property owned or occupied	None	Public function	Dependent on circumstances - if appropriate to share your data we would seek your consent before doing so	None	n/a	Signed minutes are retained in perpetuity - by the Parish initially, then Jersey Archive. Other records: 20 years

Intended 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
Correspondence (including email)	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. Please note that if you choose to email a Connétable using their @gov.je email address that these reside on GoJ systems	None	n/a	20 years
Registration of births, marriages, civil partnerships & deaths	Identity, contact, date of birth, 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 13 (b) in accordance with the Marriage & Civil Status Jersey Law	Office of the Superintendent Registrar, GoJ Customer & Local Services 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

Intended 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
Jersey driving licences	Identity (including a copy of an official form of identity for a 1st application), contact, date of birth, photograph, vehicle categories, payment, health / fitness to drive, licence endorsements	Magistrates Court, GoJ Driver & Vehicle Standards department, other Parishes, other licencing authorities, medical professionals & fitness to drive assessors	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13 (b) in accordance with the Road Traffic (Jersey) Law 1956	Other Parishes, other licencing authorities, medical professionals, fitness to drive assessors, IT service providers, accountants, 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 for software support purposes. EU standard contractual clauses have been implemented and their effectiveness for this purpose is being monitored on an ongoing basis	Statutory	16 years
International driving permits (IDPs)	Identity, contact, date of birth, photograph, Jersey driving licence details, IDPs required, payment	None	Public function	GoJ Driver & Vehicle Standards department, accountants, auditors	None	Statutory	3 years

Intended 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
Licences & permits: liquor, fireworks, places of refreshment, Sunday trading, entertainment, late-night & P30	Identity, contact, premises, occupation, 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 13 (b) 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, GoJ Driver & Vehicle Standards department, Judicial Greffe, criminal record checking organisations, accountants, auditors	None	Statutory	10 years
Firearms certificates	Identity, contact, date & place of birth, nationality, occupation, basis of occupation of home, previous addresses in last 5 years, photograph, 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 13 (b) in accordance with the Firearms (Jersey) Law 2000	Other Parishes, SoJ Police, medical professionals, criminal record checking organisations, accountants, auditors	None	Statutory	20 years

Intended 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
Dog licences	Identity, contact, eligibility, payment & details of dog(s)** including re welfare, behaviour and offences	Members of the public, other Parishes, SoJ Police, JSPCA, States Vet	Public function: the exercise of any functions conferred on any person by or under an enactment DPJL sch. 2 13 (b) in accordance with the Dogs (Jersey) Law 1961	Other Parishes, SoJ Police, JSPCA, States Vet, IT & other service providers, accountants, auditors	None	Statutory	5 years
Choses Publique	Identity, contact, payment	None	Public function	SoJ Police licencing unit, accountants, auditors	None	Statutory	5 years after change of licensee
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	Accountants, auditors. In the event a penalty is not paid: Petty Debts Court	None	Statutory	5 years
Hiring the Parish Hall or other Parish facilities	Identity, contact, payment	None	Contract	Accountants, auditors	None	Contractual	5 years
Parish housing: Les Maisons Cabot & Maison Gallichan	Identity, contact, date of birth, eligibility, requirements in respect of housing, payment, next of kin, health details	GoJ Customer & Local Services department - housing gateway	Contract, public function: the exercise of any functions of a public authority DPJL sch. 2 13 (c)	GoJ Customer & Local Services department - housing gateway, accountants, auditors	None	Contractual	Re leases: 10 years after the end of a lease. All other 20 years
Parish housing waiting list	Identity, contact, date of birth, type of housing required	GoJ Customer & Local Services department - housing gateway	Contract, public function: the exercise of any functions of a public authority DPJL sch. 2 13 (c)	GoJ Customer & Local Services department - housing gateway	None	n/a	3 years

Intended 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 land & buildings	Identity, contact, other information relevant to the property transaction	Royal Court & conveyancers 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 from private land	Identity, contact, details re land owned / occupied, payment & vehicle registration details	GoJ Driver & Vehicle Standards department	Public function	Motor vehicle removal operators, accountants, 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 13 (c)	SoJ Police, GoJ departments, medical professionals, accountants, auditors	None	n/a	While volunteering or receiving assistance plus 1 year
Covid-19	Identity, contact, health details, payment, assistance required	GoJ Customer & Local Services department, Bosdet foundation, family members, members of the public	Public function: the exercise of any functions of a public authority DPJL sch. 2 13 (c) & Public Health DPJL sch. 2 16	Customer & Local Services department, medical professionals, accountants, auditors	None	n/a	Until the pandemic is declared over
Administration of Trusts	Identity, contact, other information relevant to the Trust	Trustees, other professional service providers	Public function	Trustees, other professional service providers, accountants, auditors	None	n/a	20 years
Charitable donations	Identity, contact, other information relevant to the donation	Recipients of donations	Public function	Accountants, auditors	None	n/a	10 years
Events e.g., Remembrance Sunday, lunches, outings etc	Identity, contact, other information relevant to the event e.g. dietary requirements	GoJ Customer & Local Services department	Public function	None	None	n/a	10 years

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Parish Magazine	Identity, contact, payment	None	Various / exempt. Please contact your Parish Hall team for more information	Printers and other service providers, accountants, 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	Church, family members, funeral directors	Public function	Accountants, 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, accountants, auditors	None	Statutory	10 years

Intended 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 compliments, comments & complaints	Identity, contact, details of complaint including details of relevant member(s) of the Parish team	n/a	Public function	Please refer to our policy for details. If we need to share your personal data beyond the scope of this policy we will contact you to discuss and seek your consent	None	n/a	10 years
Youth & Community Centre	Identity, contact, booking & payment details	n/a	Contract	None	None	Contractual	10 years
Recruitment (please refer to our internal notice if you are a current / past employee, member of the municipality or volunteer)	Identity, contact and other information provided by you on your cv or other form of application	Recruitment agencies, referees & criminal record check organisations	Re employment: contract. Re the municipality and volunteers: public function	Recruitment and other advisers including, where stated (e.g., in our staff handbook) members of the municipality (e.g., Procureurs)	None	Re employment: contractual	In the event your application is not successful: 6 months after the vacancy was filled
Social media	Identity, contact and other information you choose to provide	Social media providers	Information made public. Please contact your Parish Hall team for more information	Our social media presence is accessible by the public	Please refer to the relevant social media provider's data protection policy or contact us if you have concerns	n/a	1 year
Parish website email newsletter	Identity & contact details (by way of your email address)	None	Consent	IT & communications service provider	None	n/a	5 years

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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 for any purpose (as detailed within this appendix) 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, accountants, auditors, other professional service providers e.g., lawyers	None	Contractual	5 years or longer dependent on the nature of the matter / claim. Please contact us if you would like more details
FOI requests	Identity, contact & request details. Please refer to note 7 in the privacy notice for additional information	None	Public function	Legal advisers, Data Protection Officer service provider. Please note that FOI responses are in the public domain	None	Statutory	10 years
Data protection	Identity, contact & correspondence / request details	None	Public function	Data Protection Officer service provider	None	Statutory	5 years
* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law e.g., Statistics Jersey							
** please feel free contact us for details about why we have included this							
*** this was collected per the previous Elections (Jersey) Law 2002 and is being retained for the time being, until our old electoral system is decommissioned							