

| 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 |
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| <b>Parish Rates</b>            | 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. 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                                    |
| <b>Parish Roads</b>            | 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                                                         |
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| <b>Honorary Police</b>                               | Identity, contact, date of birth, occupation, appropriate adult, conduct, offence, photograph, 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, IT system / service providers, accountants, auditors | None                                                                                                                                                                                                                                                                                               | Statutory                            | 20 years                                                                                            |
| <b>Electoral register &amp; conduct of elections</b> | Identity, contact, date of birth, occupation, residence category, application for omission                                                                                                                                                                                                 | Other parishes                                                                                                                                                    | Public function                                                                                                                                                                                                                                                                                                                    | Jersey Electoral Authority, other parishes, 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                            | Electoral register only held in 'current' form. Annual statements: 5 years. Other records: 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                                                                       |
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| <b>Administration of candidates standing for election</b>            | Identity, contact, and other details depending on the office e.g., re disqualification and political affiliation - see nomination forms on <a href="http://www.vote.je">www.vote.je</a> & 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                                                                                                           |
| <b>Parish Assemblies</b>                                             | 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 |
| <b>Ecclesiastical Assemblies</b>                                     | 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        |
| <b>Rectorat</b>                                                      | Identity, contact, details re property / land owned / occupied                                                                                                                                                                              | Public registry                                                            | Public function                                                                                                                                                                             | Professional advisers                                                                                                                          | None                      | Contractual                          | 20 years                                                                                                          |
| <b>Parish Committees and Associations e.g., Twinning Association</b> | 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                                                                                                                |
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| <b>Correspondence (including email)</b>                                   | 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                                                                                                                                                   |
| <b>Registration of births, marriages, civil partnerships &amp; deaths</b> | 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 |
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| <b>Jersey driving licences</b>              | 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                                    |
| <b>International driving permits (IDPs)</b> | 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 |
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| <b>Licences &amp; permits: liquor, fireworks, places of refreshment, Sunday trading, entertainment, late-night &amp; P30</b> | 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                                    |
| <b>Firearms certificates</b>                                                                                                 | 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                                    |

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| <b>Dog licences</b>                                      | 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                                                                   |
| <b>Choses Publique</b>                                   | Identity, contact, payment                                                                                              | None                                                                               | Public function                                                                                                                                                  | SoJ Police licencing unit, accountants, auditors                                                   | None                      | Statutory                            | 5 years after change of licensee                                          |
| <b>Visite Royale</b>                                     | 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                                                                  |
| <b>Branchage</b>                                         | 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                                                                   |
| <b>Hiring the Parish Hall or other parish facilities</b> | Identity, contact, payment                                                                                              | None                                                                               | Contract                                                                                                                                                         | Accountants, auditors                                                                              | None                      | Contractual                          | 5 years                                                                   |
| <b>Parish housing: Le Clos du Sommier</b>                | 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          |
| <b>Parish housing waiting list</b>                       | 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                                                                   |
| <b>Parish land &amp; buildings</b>                       | 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 |
| <b>Property searches</b>                                 | Identity, contact, details re property                                                                                  | Professional advisers                                                              | Public function                                                                                                                                                  | Professional advisers                                                                              | None                      | n/a                                  | 20 years                                                                  |

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| <b>Removal of vehicles</b>                                   | 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                                               |
| <b>Community Support</b>                                     | 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 |
| <b>Covid-19</b>                                              | 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                    |
| <b>Administration of Trusts</b>                              | 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                                               |
| <b>Charitable donations</b>                                  | Identity, contact, other information relevant to the donation                               | Recipients of donations                                                                            | Public function                                                                                                        | Accountants, auditors                                                              | None                      | n/a                                  | 10 years                                               |
| <b>Events e.g., Remembrance Sunday, lunches, outings etc</b> | Identity, contact, other information relevant to the event                                  | GoJ Customer & Local Services department                                                           | Public function                                                                                                        | None                                                                               | None                      | n/a                                  | 10 years                                               |
| <b>Parish Magazine</b>                                       | 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                                                |
| <b>Permission for installation of overhead cables</b>        | Identity, contact                                                                           | Jersey Electricity Plc, Department for Infrastructure, contractors                                 | Public function                                                                                                        | Jersey Electricity Plc, Department for Infrastructure, contractors                 | None                      | Statutory                            | 10 years                                               |
| <b>Supervision of gas installations</b>                      | Identity, contact                                                                           | Jersey Gas                                                                                         | Public function                                                                                                        | Jersey Gas                                                                         | None                      | Statutory                            | 10 years                                               |
| <b>Water supply disconnection notices</b>                    | Identity, contact                                                                           | Jersey Water                                                                                       | Public function                                                                                                        | Jersey Water Limited                                                               | None                      | Statutory                            | 10 years                                               |

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| <b>Refuse collection</b>                                                                                                               | Identity, contact                                                                                  | Contractor                                                           | Public function                                                                    | Contractor                                                                                                                                                          | None                                                                                                           | n/a                                  | 10 years                                                                                                                                                                  |
| <b>Parish cemeteries</b>                                                                                                               | Identity, contact, payment                                                                         | 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 |
| <b>Use of parish land to display signs or install moveable structures</b>                                                              | Identity, contact, payment                                                                         | Planning department                                                  | Public function                                                                    | Planning department, accountants, auditors                                                                                                                          | None                                                                                                           | Statutory                            | 10 years                                                                                                                                                                  |
| <b>Parish compliments, comments &amp; complaints</b>                                                                                   | 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                                                                                                                                                                  |
| <b>Youth &amp; Community Centre</b>                                                                                                    | Identity, contact, booking & payment details                                                       | n/a                                                                  | Contract                                                                           | None                                                                                                                                                                | None                                                                                                           | Contractual                          | 10 years                                                                                                                                                                  |
| <b>Recruitment (please refer to our internal notice if you are a current / past employee, member of the municipality or volunteer)</b> | 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                                                                                    |
| <b>Social media</b>                                                                                                                    | 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                                                                                                                                                                    |

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| <b>Parish website email newsletter</b>                                                                  | Identity & contact details (by way of your email address)                                                                                                                                                                                           | None                                                     | Consent                     | IT & communications service provider                                                                              | None                      | n/a                                  | 5 years                                                                                                           |
| <b>Accounting and audit</b>                                                                             | 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                                                                                                          |
| <b>Insurance</b>                                                                                        | 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 or longer dependent on the nature of the matter / claim. Please contact us if you would like more details |
| <b>FOI requests</b>                                                                                     | 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                                                                                                          |
| <b>Data protection</b>                                                                                  | Identity, contact & 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 |                                                                                                                                                                                                                                                     |                                                          |                             |                                                                                                                   |                           |                                      |                                                                                                                   |
| ** please feel free contact us for details about why we have included this                              |                                                                                                                                                                                                                                                     |                                                          |                             |                                                                                                                   |                           |                                      |                                                                                                                   |