

## Register of data controllers

### Entry details

**Organisation name** : Houghton & Wyton Parish Council

**Registration reference** : ZA061722

**Date registered** : 18 August 2014

**Registration expires** : 17 August 2015

### Organisation address

46 ST. MARGARETS ROAD  
WYTON  
HUNTINGDON  
CAMBRIDGESHIRE  
PE28 2AN, UNITED KINGDOM

### Customer enquiry contact details

PARISH CLERK  
TELEPHONE: 01480 467209  
EMAIL ADDRESS:  
clerk@houghtonwytonpc.co.uk

### Nature of work description

#### Nature of work - Provision of council services

#### Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

#### Reasons/purposes for processing information

We process personal information to enable us to carry out our statutory duties. We also process personal information to promote our services; undertake fundraising; maintain our accounts and records; manage and support our employees.

**Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services

We also process sensitive classes of information that may include: physical or mental health details; racial or ethnic origin.

**Who the information is processed about**

We process personal information about:

- employees
- suppliers
- complainants, enquirers
- business contacts
- professional advisers and consultants
- residents of the parish
- elected representatives and holders of public office
- members of the parish council

**Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- educators and examining bodies
- suppliers and service providers
- persons making an enquiry or complaint
- local government
- press and the media
- family, associates and representatives of the person whose personal data we are processing
- current, past and prospective employers

- financial organisations

### **CCTV - Crime Prevention and/or Staff Monitoring**

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

### **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.