



Register of data controllers

Entry details

Organisation name : Liskeard Town Council

Registration reference : Z7286023

Date registered : 03 December 2002

Registration expires : 02 December 2018

Organisation Address

3/5 West Street

Liskeard

Cornwall

PL14 6BW

This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002

Nature of work description

Nature of work - Town Council

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 provide local services in accordance with our statutory powers and duties, to promote campaigns, public relations and fundraising, conduct research and to support and manage our staff.

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
- financial details
- employment
- education and training details
- information regarding goods or services provided

We also process sensitive classes of information that may include physical or mental health or condition and racial or ethnic origin.

Who the information is processed about

We process personal information about:

- employees
- elected representatives, other holders of public office and members of the town council
- residents of the town
- complainants and enquirers
- suppliers
- advisers, consultants and other professional experts
- business or other contacts, agents and contractors.

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:

- the residents of the town
- employees
- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- suppliers, providers of goods or services
- education, training establishments and examining bodies
- financial organisations and advisers
- persons making an enquiry or complaint
- the media
- local government

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 may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

This data controller also processes personal data which are exempt from notification.
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End of Report