



Register of data controllers

Entry details

Organisation name : SOUTH GLOUCESTERSHIRE COUNCIL

Registration reference : Z5077191

Date registered : 07 November 2000

Registration expires : 06 November 2017

Organisation Address

PO BOX 300
CIVIC CENTRE
HIGH STREET
KINGSWOOD
BRISTOL
BS15 0DS

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 - Unitary Authority

Description of Processing

The following is a very 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 directly to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide a range of government services to local people and businesses which include:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism

- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- provision of education
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- licensing and regulatory activities
- local fraud initiatives
- the provision of social services
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

Type/Classes of information processed

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

- personal details
- family details
- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details
- housing needs
- visual images, personal appearance and behaviour
- licenses or permits held
- student and pupil records
- business activities
- case file information

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- political affiliation
- political opinions
- offences (including alleged offences)
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences

Who information is processed about

We process personal information about:

- customers
- suppliers
- staff, persons contracted to provide a service
- claimants
- complainants, enquirers or their representatives
- professional advisers and consultants
- students and pupils
- carers or representatives
- landlords
- recipients of benefits
- witnesses
- offenders and suspected offenders
- licence and permit holders
- traders and others subject to inspection
- people captured by CCTV images
- representatives of other organisations

Who information may be shared with

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the data protection act. 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:

- customers
- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- providers of goods and services
- financial organisations
- debt collection and tracing agencies
- private investigators
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- trade unions
- political organisations
- professional advisers
- credit reference agencies
- professional bodies
- survey and research organisations

- police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- students and pupils including their relatives, guardians, carers or representatives
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- courts, prisons
- customs and excise
- local and central government
- international law enforcement agencies and bodies
- security companies
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- press and the media
- healthcare professionals
- current past and prospective employers and examining bodies
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service
- healthcare professionals

Undertaking Research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

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.

End of Report