

## Data Protection Bury Parish Council – Nature of work descriptions

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### Description of processing

The following is a broad description of the way the Bury Parish Council processes personal information. Personal information is processed via the Bury Parish Council data controller by both electronic and hardcopy means. Privacy notices that the individual or organisation have provided are used throughout the event cycle in the provision of council services.

### Reasons/purposes for processing information

Bury Parish Council data controller processes personal information to enable us to carry out our statutory duties. Bury Parish Council data controller also processes personal information to promote our services; undertake fundraising; maintain our accounts and records; manage and support our employees.

### Type/classes of information processed

Bury Parish Council data controller processes 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

Bury Parish Council data controller also processes sensitive classes of information that may include:

physical or mental health details; racial or ethnic origin.

## **Who the information is processed about**

Bury Parish Council data controller processes 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**

Bury Parish Council data controller sometimes needs to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary Bury Parish Council data controller is required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations Bury Parish Council 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

## **Transferring information overseas**

Bury Parish Council do not transfer any personal information outside the European Economic Area (EEA).