



## Record of Processing Activities under Article 30 of the GDPR

Name and contact details of the Controller:	Ipswich Borough Council Grafton House 15 – 17 Russell Road Ipswich IP1 2DE
Name and Contact Details of the Data Protection Officer:	Siobhan Martin <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a>
Purposes of the Processing:	<p>We process personal information to enable us to provide a range of government services to local people and businesses which include:</p> <ul style="list-style-type: none"> <li>• maintaining our own accounts and records</li> <li>• supporting and managing our employees</li> <li>• promoting the services we provide</li> <li>• marketing our local tourism</li> <li>• carrying out health and public awareness campaigns</li> <li>• managing our property</li> <li>• providing leisure and cultural services</li> <li>• provision of education</li> <li>• carrying out surveys</li> <li>• administering the assessment and collection of taxes and other revenue including benefits and grants</li> <li>• licensing and regulatory activities</li> <li>• local fraud initiatives</li> <li>• the provision of social services</li> <li>• crime prevention and prosecution offenders including the use of CCTV</li> <li>• corporate administration and all activities we are required to carry out as a data controller and public authority</li> <li>• undertaking research</li> <li>• the provision of all commercial services including the administration and enforcement of parking regulations and restrictions</li> <li>• the provision of all non-commercial activities including refuse collections from residential properties,</li> <li>• internal financial support and corporate functions</li> <li>• managing archived records for historical and research reasons</li> <li>• data matching under local and national fraud initiatives</li> <li>• debt administration and factoring</li> <li>• the use of CCTV systems for public safety, protection of life and property and traffic management</li> <li>• protection of life and property</li> <li>• management of information technology systems</li> <li>• information and databank administration</li> <li>• public health</li> <li>• prevention and control of disease within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• occupational health and welfare</li> <li>• produce and distribute printed material</li> <li>• management of public relations, journalism, advertising and media</li> <li>• sending promotional communications about the services we provide</li> <li>• enable us to buy, sell, promote and advertise our products and services</li> <li>• fundraising</li> <li>• any duty or responsibility of the local authority arising from common or statute law.</li> </ul>
Description of the categories of data subjects:	<p>We process personal information about:</p> <ul style="list-style-type: none"> <li>• customers</li> <li>• suppliers</li> <li>• staff, persons contracted to provide a service</li> <li>• claimants</li> <li>• complainants, enquirers or their representatives</li> <li>• professional advisers and consultants</li> <li>• students and pupils</li> <li>• carers or representatives</li> <li>• landlords</li> <li>• recipients of benefits</li> <li>• witnesses</li> <li>• offenders and suspected offenders</li> <li>• licence and permit holders</li> <li>• traders and others subject to inspection</li> <li>• people captured by CCTV images</li> <li>• representatives of other organisations</li> <li>• donors and potential donors to charitable causes</li> </ul>
Categories of personal data:	<p>We process information relevant to the above reasons/purposes which may include:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• family details</li> <li>• lifestyle and social circumstances</li> <li>• goods and services</li> <li>• financial details</li> <li>• employment and education details</li> <li>• housing needs</li> <li>• visual images, personal appearance and behaviour</li> <li>• licenses or permits held</li> <li>• student and pupil records</li> <li>• business activities</li> <li>• case file information</li> <li>• charitable interests</li> </ul> <p>We also process sensitive classes of information that may include:</p> <ul style="list-style-type: none"> <li>• physical or mental health details</li> <li>• racial or ethnic origin</li> <li>• trade union membership</li> </ul>

	<ul style="list-style-type: none"> <li>• political affiliation</li> <li>• political opinions</li> <li>• offences (including alleged offences)</li> <li>• religious or other beliefs of a similar nature</li> <li>• criminal proceedings, outcomes and sentences</li> <li>• biometric data</li> <li>• genetic data</li> </ul>
<p>Categories of recipients to whom personal data have been or will be disclosed</p>	<p>Where allowed by law, necessary, or required by law we may share information with:</p> <ul style="list-style-type: none"> <li>• customers / service users</li> <li>• family, associates or representatives of the person whose personal data we are processing</li> <li>• current past and prospective employers</li> <li>• healthcare, social and welfare organisations</li> <li>• educators and examining bodies</li> <li>• providers of goods and services</li> <li>• financial organisations</li> <li>• debt collection and tracing agencies</li> <li>• private investigators</li> <li>• service providers</li> <li>• local and central government</li> <li>• ombudsman and regulatory authorities</li> <li>• press and the media</li> <li>• professional advisers and consultants</li> <li>• courts and tribunals</li> <li>• trade unions</li> <li>• political organisations</li> <li>• professional advisers</li> <li>• credit reference agencies</li> <li>• professional bodies</li> <li>• survey and research organisations</li> <li>• police forces</li> <li>• housing associations and landlords</li> <li>• voluntary and charitable organisations</li> <li>• religious organisations</li> <li>• students and pupils including their relatives, guardians, carers or representatives</li> <li>• data processors</li> <li>• other police forces, non-home office police forces</li> <li>• regulatory bodies</li> <li>• courts, prisons</li> <li>• customs and excise</li> <li>• international law enforcement agencies and bodies</li> <li>• security companies</li> <li>• partner agencies, approved organisations and individuals working with the police,</li> <li>• licensing authorities</li> <li>• healthcare professionals</li> <li>• current past and prospective employers and examining bodies</li> <li>• law enforcement and prosecuting authorities</li> <li>• legal representatives, defence solicitors</li> <li>• police complaints authority</li> </ul>

	<ul style="list-style-type: none"> <li>• the disclosure and barring service</li> <li>• charities and not for profit partners</li> </ul>
Transfers of personal data to a third country & safeguards:	<p>Transfers may take place when:</p> <ul style="list-style-type: none"> <li>• Technical and organisational security measures have been put in place via a contract; or</li> <li>• With the consent of the data subject; or</li> <li>• Where required by law.</li> </ul>
Time limits for erasure:	See Ipswich Borough Councils Retention & Disposal Schedule.
Technical and organisational security measures: (Art 32)	<p>The Council takes organisational security measures such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• encryption</li> <li>• pseudonymisation</li> <li>• anonymisation</li> <li>• BCP and resilience planning including backups</li> <li>• robust security updates including timely patching and anti-virus software</li> <li>• user access controls</li> <li>• physical security e.g. cryptags, clear desk policy</li> <li>• Penetration Testing</li> <li>• Risk assessment</li> <li>• Data Protection Impact Assessments</li> <li>• Staff training</li> <li>• Contractual requirements</li> </ul>

All Ipswich Borough Councils contracts will require any data processor to also keep a record, in writing, of the above when it is processing data on behalf of the council unless it is an enterprise or organisation that employs fewer than 250 people AND :

- the processing it carries out is **unlikely** to result in a risk to the rights and freedoms of data subjects;
- the processing **is** occasional; or
- the processing **does not** include special categories of data or personal data relating to criminal convictions and offences.

This written *Record of Processing Activities* shall be made available to the relevant supervisory authority on request.