

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

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| Name and contact details of the Controller:     | The London Borough of Merton  |
| Date compiled:<br>Review date:                  | 3.1.19<br>2.1.20  |
| Contact details of the Data Protection Officer: | Assistant Director of Corporate Governance<br>020 8274 4901   |
| 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> </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> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• traders and others subject to inspection</li> <li>• people captured by CCTV images</li> <li>• representatives of other organisations</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> </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> <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> </ul>   |
| Categories of recipients to whom personal data have been or will be disclosed | <p>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:</p> <ul style="list-style-type: none"> <li>• customers</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>• external auditors</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> </ul> |

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|   | <ul style="list-style-type: none"> <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> </ul> <p><b>Emergency services</b></p> <ul style="list-style-type: none"> <li>• 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>• press and the media</li> <li>• healthcare professionals</li> <li>• law enforcement and prosecuting authorities</li> <li>• legal representatives, defence solicitors</li> <li>• police complaints authority</li> <li>• the disclosure and barring service</li> <li>• healthcare professionals</li> </ul> |
| Lawful Basis for processing (Article 6 GDPR)                      | <p>The council collects and uses information under one or more of the following legal bases.</p> <ul style="list-style-type: none"> <li>• Public task – When the council needs to process information to comply with the law such as schools admissions, waste collection, collecting council tax etc.</li> <li>• Legitimate interest – When the Council needs to process information and share in the best interests of the data subject e.g. Safeguarding</li> <li>• Consent – When the council needs the permission of the data subject to use their personal information for purposes including marketing</li> <li>• Contract – When the council needs to process information as part of a contract such as contract of employment.</li> <li>• Legal obligation – When the council needs to share information with public authorities e.g. HMRC</li> <li>• Vital interest – When the council needs to process information to protect someone's life in an emergency.</li> </ul>  |
| Conditions for processing Special Category Data (Article 9 GDPR). | <p>The council will process special category data under one of the following legal basis.</p> <p>(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;</p>  |

- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- (e) processing relates to personal data which are manifestly made public by the data subject;
- (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and

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|   | <p>freedoms of the data subject, in particular professional secrecy;</p> <p>(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.</p> |
| Transfers of personal data to a third country & safeguards: | 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.   |
| Time limits for erasure:                                    | Retention periods are detailed in the departmental Information Asset Registers for all data sources. There is currently a legal hold on certain documents due to the Independent Inquiry into Child Sex Abuse.   |
| Technical and organisational security measures:             | The council has in place an <a href="#">Information Security</a> policy to demonstrate the security measures to ensure that personal data relating to service users is protected from accidental loss or alteration, inappropriate access, misuse or theft.  |