



## Data Protection Register - Entry Details

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Registration Number: Z7597638

Date Registered: 28 January 2003    Registration Expires: 27 January 2010

Data Controller: SOUTH EASTERN EDUCATION AND LIBRARY BOARD

Address:

GRAHAMSBRIDGE ROAD  
DUNDONALD  
NORTHERN IRELAND  
BT16 2HS

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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

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This register entry describes, in very general terms, the personal data being processed by:

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

This register entry contains personal data held for 20 purpose(s)

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### Purpose 1

Staff Administration

Purpose Description:

Appointments or removals, pay, discipline, superannuation, work management or other personnel matters in relation to the staff of the data controller.

Data Controllers further description of Purpose:

PREVENTION AND DETECTION OF FRAUD

Data subjects are:

Staff including volunteers, agents, temporary and casual workers

Complainants, correspondents and enquirers  
Advisers, consultants and other professional experts

Data classes are:

Personal Details  
Education and Training Details  
Employment Details  
Financial Details  
Racial or Ethnic Origin  
Political Opinions  
Religious or Other Beliefs Of A Similar Nature  
Trade Union Membership  
Physical or Mental Health or Condition  
Offences (Including Alleged Offences)

CRIMINAL PROCEEDINGS, OUTCOMES & SENTENCES

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

D COMPTROLLER AND AUDITOR GENERAL AND HIS AGENTS  
D PREVENTION AND DETECTION OF FRAUD

Data subjects themselves  
Current, past or prospective employers of the data subject  
Healthcare, social and welfare advisers or practitioners  
Education, training establishments and examining bodies  
Business associates and other professional advisers  
Employees and agents of the data controller  
Other companies in the same group as the data controller  
Suppliers, providers of goods or services  
Persons making an enquiry or complaint  
Financial organisations and advisers  
Credit reference agencies  
Police forces  
Local Government  
Central Government  
Voluntary and charitable organisations  
Ombudsmen and regulatory authorities  
Data processors  
Employment and recruitment agencies

Transfers:

None outside the European Economic Area

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## Purpose 2

Advertising, Marketing & Public Relations

Purpose Description:

Advertising or marketing the business of the data controller, activity, goods or services and promoting public relations in connection with that business or activity, or those goods or services.

Data subjects are:

Customers and clients  
Complainants, correspondents and enquirers  
Advisers, consultants and other professional experts

Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves  
Business associates and other professional advisers  
Suppliers, providers of goods or services

Transfers:

None outside the European Economic Area

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## Purpose 3

Accounts & Records

Purpose Description:

Keeping accounts related to any business or other activity carried on by the data controller, or deciding whether to accept any person as a customer or supplier, or keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made or services provided by him or to him in respect of those transactions, or for the purpose of making financial or management forecasts to assist him in the conduct of any such business or activity

Data Controllers further description of Purpose:

PREVENTION AND DETECTION OF FRAUD

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Suppliers  
Complainants, correspondents and enquirers  
Advisers, consultants and other professional experts  
Students and pupils

Data classes are:

- Personal Details
- Education and Training Details
- Employment Details
- Financial Details
- Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

D COMPTROLLER AND AUDITOR GENERAL AND HIS AGENTS  
D PREVENTION AND DETECTION OF FRAUD

- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Current, past or prospective employers of the data subject
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Business associates and other professional advisers
- Employees and agents of the data controller
- Other companies in the same group as the data controller
- Suppliers, providers of goods or services
- Persons making an enquiry or complaint
- Financial organisations and advisers
- Local Government
- Central Government
- Ombudsmen and regulatory authorities
- Data processors

Transfers:

None outside the European Economic Area

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## Purpose 4

Accounting and Auditing

Purpose Description:

The provision of accounting and related services; the provision of an audit where such an audit is required by statute.

Data Controllers further description of Purpose:

PREVENTION AND DETECTION OF FRAUD

Data subjects are:

- Staff including volunteers, agents, temporary and casual workers
- Customers and clients
- Complainants, correspondents and enquirers

Advisers, consultants and other professional experts  
Students and pupils

## BOARD MEMBERS

Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Financial Details  
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

D COMPTROLLER AND AUDITOR GENERAL AND HIS AGENTS  
D PREVENTION AND DETECTION OF FRAUD

Employees and agents of the data controller

Transfers:

None outside the European Economic Area

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## Purpose 5

Administration of Membership Records

Purpose Description:

The administration of membership records.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Suppliers  
Members or supporters  
Complainants, correspondents and enquirers  
Relatives, guardians and associates of the data subject  
Advisers, consultants and other professional experts  
Students and pupils

Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Current, past or prospective employers of the data subject
- Healthcare, social and welfare advisers or practitioners
- Employees and agents of the data controller
- Data processors

Transfers:

None outside the European Economic Area

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## Purpose 6

Assessment and Collection of Taxes and Other Revenue

Purpose Description:

Assessment and collection of taxes, duties, levies and other revenue.

Data Controllers further description of Purpose:

COLLECTION OF INCOME TAX FROM EMPLOYEES SALARY  
V A T  
PREVENTION AND DETECTION OF FRAUD

Data subjects are:

- Staff including volunteers, agents, temporary and casual workers
- Suppliers

Data classes are:

- Personal Details
- Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

D COMPTROLLER AND AUDITOR GENERAL AND HIS AGENTS  
D PREVENTION AND DETECTION OF FRAUD

- Data subjects themselves
- Employees and agents of the data controller
- Financial organisations and advisers
- Central Government

Transfers:

None outside the European Economic Area

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## Purpose 7

Benefits, Grants and Loans Administration

### Purpose Description:

The administration of welfare and other benefits.

### Data Controllers further description of Purpose:

STUDENT FINANCE  
FREE SCHOOL MEALS  
UNIFORM GRANTS  
PREVENTION AND DETECTION OF FRAUD

### Data subjects are:

Complainants, correspondents and enquirers  
Relatives, guardians and associates of the data subject  
Advisers, consultants and other professional experts  
Students and pupils

### Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Financial Details  
Goods or Services Provided  
Physical or Mental Health or Condition

### Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

D COMPTROLLER AND AUDITOR GENERAL AND HIS AGENTS  
D PREVENTION AND DETECTION OF FRAUD

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Healthcare, social and welfare advisers or practitioners  
Education, training establishments and examining bodies  
Business associates and other professional advisers  
Employees and agents of the data controller  
Suppliers, providers of goods or services  
Persons making an enquiry or complaint  
Local Government  
Central Government  
Ombudsmen and regulatory authorities  
Data processors

Transfers:

None outside the European Economic Area

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## Purpose 8

Consultancy and Advisory Services

Purpose Description:

Giving advice or rendering professional services. The provision of services of an advisory, consultancy or intermediary nature.

Data Controllers further description of Purpose:

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Suppliers  
Complainants, correspondents and enquirers  
Relatives, guardians and associates of the data subject  
Advisers, consultants and other professional experts  
Students and pupils

Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Financial Details  
Goods or Services Provided  
Racial or Ethnic Origin  
Religious or Other Beliefs Of A Similar Nature  
Physical or Mental Health or Condition  
Sexual Life  
Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Current, past or prospective employers of the data subject  
Healthcare, social and welfare advisers or practitioners  
Employees and agents of the data controller  
Other companies in the same group as the data controller  
Suppliers, providers of goods or services  
Persons making an enquiry or complaint  
Survey and research organisations

Police forces  
Local Government  
Central Government  
Voluntary and charitable organisations  
Ombudsmen and regulatory authorities

Transfers:

None outside the European Economic Area

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## Purpose 9

Debt Administration and Factoring

Purpose Description:

The tracing of consumer and commercial debtors and the collection on behalf of creditors. The purchasing of trade debts, including rentals and instalment credit payments, from business.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Suppliers  
Students and pupils

Data classes are:

Personal Details  
Education and Training Details  
Employment Details  
Financial Details  
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves  
Employees and agents of the data controller  
Financial organisations and advisers  
Debt collection and tracing agencies  
Central Government  
Data processors

Transfers:

None outside the European Economic Area

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## Purpose 10

## Information and Databank Administration

### Purpose Description:

Maintenance of information or databanks as a reference tool or general resource. This includes catalogues, lists, directories and bibliographic data. bases.

### Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Suppliers  
Members or supporters  
Complainants, correspondents and enquirers  
Relatives, guardians and associates of the data subject  
Advisers, consultants and other professional experts  
Students and pupils

### Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Goods or Services Provided

### Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Education, training establishments and examining bodies  
Employees and agents of the data controller  
Other companies in the same group as the data controller  
Suppliers, providers of goods or services  
Persons making an enquiry or complaint  
Local Government  
Central Government  
Voluntary and charitable organisations  
Ombudsmen and regulatory authorities  
Data processors

### Transfers:

None outside the European Economic Area

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## Purpose 11

Legal Services

### Purpose Description:

The provision of legal services, including advising and acting on behalf of clients.

Data subjects are:

- Staff including volunteers, agents, temporary and casual workers
- Customers and clients
- Complainants, correspondents and enquirers
- Advisers, consultants and other professional experts
- Students and pupils
- Offenders and suspected offenders

Data classes are:

- Personal Details
- Family, Lifestyle and Social Circumstances
- Education and Training Details
- Employment Details
- Financial Details
- Goods or Services Provided
- Racial or Ethnic Origin
- Political Opinions
- Religious or Other Beliefs Of A Similar Nature
- Trade Union Membership
- Physical or Mental Health or Condition
- Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

COURTS

- Data subjects themselves
- Current, past or prospective employers of the data subject
- Business associates and other professional advisers
- Persons making an enquiry or complaint
- Debt collection and tracing agencies
- Police forces
- Private investigators

Transfers:

None outside the European Economic Area

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## Purpose 12

Licensing and Registration

Purpose Description:

The administration of licensing or maintenance of official registers.

Data Controllers further description of Purpose:

ADMINISTRATION AND MAINTENANCE OF COPYRIGHT LICENSING

Data subjects are:

- Staff including volunteers, agents, temporary and casual workers
- Customers and clients
- Complainants, correspondents and enquirers
- Relatives, guardians and associates of the data subject
- Advisers, consultants and other professional experts
- Students and pupils

Data classes are:

- Personal Details
- Education and Training Details
- Employment Details
- Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Current, past or prospective employers of the data subject
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Business associates and other professional advisers
- Employees and agents of the data controller
- Other companies in the same group as the data controller
- Persons making an enquiry or complaint
- Local Government
- Central Government
- Voluntary and charitable organisations
- Ombudsmen and regulatory authorities

Transfers:

None outside the European Economic Area

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## Purpose 13

Property Management

Purpose Description:

The management and administration of land, property and residential property and the estate management of other organisations.

Data subjects are:

- Customers and clients
- Suppliers
- Complainants, correspondents and enquirers
- Advisers, consultants and other professional experts

## Students and pupils

Data classes are:

- Personal Details
- Education and Training Details
- Employment Details
- Financial Details
- Goods or Services Provided
- Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Business associates and other professional advisers
- Employees and agents of the data controller
- Other companies in the same group as the data controller
- Local Government
- Central Government

Transfers:

None outside the European Economic Area

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## Purpose 14

Provision of Financial Services & Advice

Purpose Description:

The provision of services as an intermediary in respect of any financial transactions including mortgage and insurance broking.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers

TEACHERS

Data classes are:

- Personal Details
- Education and Training Details
- Employment Details
- Financial Details
- Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves

Current, past or prospective employers of the data subject  
Education, training establishments and examining bodies  
Employees and agents of the data controller

Transfers:

None outside the European Economic Area

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## Purpose 15

Realising the Objectives of a Charitable Organisation or Voluntary Body

Purpose Description:

The provision of goods and services in order to realise the objectives of the charity or voluntary body.

Data subjects are:

Members or supporters

Data classes are:

Personal Details  
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves

Transfers:

None outside the European Economic Area

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## Purpose 16

Research

Purpose Description:

Research in any field, including market, health, lifestyle, scientific or technical research.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Suppliers  
Relatives, guardians and associates of the data subject

## Students and pupils

Data classes are:

- Personal Details
- Family, Lifestyle and Social Circumstances
- Education and Training Details
- Goods or Services Provided
- Religious or Other Beliefs Of A Similar Nature
- Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Employees and agents of the data controller
- Other companies in the same group as the data controller
- Suppliers, providers of goods or services
- Persons making an enquiry or complaint
- Survey and research organisations
- Local Government
- Central Government
- Voluntary and charitable organisations
- Ombudsmen and regulatory authorities
- Data processors

Transfers:

None outside the European Economic Area

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## Purpose 17

Crime Prevention and Prosecution of Offenders

Purpose Description:

Crime prevention and detection and the apprehension and prosecution of offenders.

Data Controllers further description of Purpose:

INCLUDES THE USE OF CLOSED-CIRCUIT TELEVISION FOR THE MONITORING AND COLLECTION OF SOUND AND/OR VISUAL IMAGES FOR THE PURPOSE OF MAINTAINING THE SECURITY OF PREMISES, FOR PREVENTING CRIME AND FOR INVESTIGATING CRIME.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Offenders and suspected offenders

MEMBERS OF THE PUBLIC  
THOSE INSIDE, ENTERING OR IN THE IMMEDIATE OF THE AREA UNDER  
SURVEILLANCE

Data classes are:

Personal Details

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

SECURITY ORGANISATIONS

Data subjects themselves  
Employees and agents of the data controller  
Police forces

Transfers:

None outside the European Economic Area

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## **Purpose 18**

Education

Purpose Description:

The provision of education or training as a primary function or as a business activity.

Data Controllers further description of Purpose:

MAINTENANCE OF PUPIL DATABASE FOR THE DELIVERY OF EDUCATION  
SERVICES

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Members or supporters  
Complainants, correspondents and enquirers  
Relatives, guardians and associates of the data subject  
Students and pupils

PRINCIPALS & TEACHERS

Data classes are:

Personal Details

Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Financial Details  
Goods or Services Provided  
Racial or Ethnic Origin  
Religious or Other Beliefs Of A Similar Nature  
Trade Union Membership  
Physical or Mental Health or Condition  
Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Current, past or prospective employers of the data subject  
Healthcare, social and welfare advisers or practitioners  
Education, training establishments and examining bodies  
Business associates and other professional advisers  
Employees and agents of the data controller  
Other companies in the same group as the data controller  
Suppliers, providers of goods or services  
Persons making an enquiry or complaint  
Survey and research organisations  
Police forces  
Local Government  
Central Government  
Voluntary and charitable organisations  
Ombudsmen and regulatory authorities

Transfers:

None outside the European Economic Area

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## Purpose 19

Administration of Justice

Purpose Description:

Internal administration and management of courts of law or tribunals and discharge of court business.

Data subjects are:

Customers and clients  
Relatives, guardians and associates of the data subject  
Advisers, consultants and other professional experts  
Students and pupils  
Offenders and suspected offenders

Data classes are:

- Personal Details
- Family, Lifestyle and Social Circumstances
- Education and Training Details
- Employment Details
- Racial or Ethnic Origin
- Religious or Other Beliefs Of A Similar Nature
- Physical or Mental Health or Condition
- Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

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- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Business associates and other professional advisers
- Employees and agents of the data controller
- Persons making an enquiry or complaint
- Police forces
- Voluntary and charitable organisations
- Ombudsmen and regulatory authorities

Transfers:

None outside the European Economic Area

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## Purpose 20

Educational Support and Ancillary Purposes

Data Controllers further description of Purpose:

TO INCLUDE PROCESSING FOR PURPOSES SUPPLEMENTARY TO THE  
PROVISION OF EDUCATION AND TRAINING  
ADMINISTRATION AND PROVISION OF HEALTH CARE SERVICES  
ADMINISTRATION AND PROVISION OF WELFARE AND PASTORAL  
SERVICES  
ADMINISTRATION AND PROVISION OF LIBRARY SERVICES (INCLUDING  
MEMBERSHIP RECORDS, LOAN/HIRE RECORDS, INFORMATION AND  
DATABANK  
ADMINISTRATION)

CAREERS GUIDANCE  
 PLANNING AND ADMINISTRATION OF EVENTS (E.G. SOCIAL, SPORTS,  
 SCHOOL  
 TRIPS ETC.)  
 ORGANISATION OF PARENT-TEACHERS AND OTHER ASSOCIATIONS AND  
 EVENTS  
 INVOLVING PARENTS/GUARDIANS OF PUPILS  
 ORGANISATION OF ALUMNI AND OTHER ASSOCIATIONS AND EVENTS  
 INVOLVING  
 FORMER PUPILS AND STUDENTS

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
 Relatives, guardians and associates of the data subject  
 Advisers, consultants and other professional experts  
 Students and pupils

WELFARE AND PASTORAL PROFESSIONALS AND ADVISORS  
 HEALTHCARE, SOCIAL AND WELFARE ADVISERS AND PRACTITIONERS  
 SCHOOL STAFF, MEMBERS OF SCHOOL BOARDS / BOARDS OF GOVERNORS

Data classes are:

Personal Details  
 Family, Lifestyle and Social Circumstances  
 Education and Training Details  
 Employment Details  
 Financial Details  
 Goods or Services Provided  
 Racial or Ethnic Origin  
 Religious or Other Beliefs Of A Similar Nature  
 Physical or Mental Health or Condition  
 Sexual Life  
 Offences (Including Alleged Offences)

STUDENT RECORDS  
 DISCIPLINARY RECORDS  
 ATTENDANCE RECORDS

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

PROFESSIONAL REPRESENTATIVES AND ADVISORS  
 D EDUCATION AND LIBRARY BOARDS

Data subjects themselves  
 Relatives, guardians or other persons associated with the data subject  
 Healthcare, social and welfare advisers or practitioners  
 Education, training establishments and examining bodies  
 Employees and agents of the data controller  
 Suppliers, providers of goods or services  
 Financial organisations and advisers  
 Local Government  
 Central Government

Data processors  
Courts / Tribunals

Transfers:

None outside the European Economic Area

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