Cabinet Office
Oik Coonceil ny Shirveishee
Isle of Man Government

Freedom of Information
Seyrsnys Fysseree

Government Office
DOUGLAS
Isle of Man
IM1 3PN
Tel: (+44) 01624 686244
Fax: (+44) 01624 685710
Website www.gov.im/co

REFERENCE NUMBER: IM39406I 04 March 2016

REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2015 ("the Act")

Thank you for your request dated 22 February 2016

Your request

You asked for: *"All information held by the Cabinet Office concerning its registration for data protection purposes as the Chief Secretary's Office/Cabinet Office - the dates for the purpose of my request are from the 1st March 2014 to the 31st December 2015".*

Response to your request

I enclose a copy of all of the information you requested.

Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response, by completing a complaint form and submitting it electronically or by delivery/post to the FOI Co-ordinator, Cabinet Office, Government Office, Douglas, Isle of Man, IM1 3PN. An electronic version of our complaint form can be found by going to our website https://www.gov.im/about-the-government/access-to-government-information/freedom-of-information-complaint, and a paper copy can be requested by contacting the Cabinet Office direct.

Your review request should explain why you are dissatisfied with this response, and should be made as soon as practicable. We will respond as soon as the review has been concluded.

If you are not satisfied with the result of the review, you then have the right to appeal to the Information Commissioner for a decision on;

1 Whether we have responded to your request for information in accordance with Part 2 of the Act; or
2 Whether we are justified in refusing to give you the information requested.

In response to an application for review, the Information Commissioner may, at any time, attempt to resolve a matter by negotiation, conciliation, mediation or another form of alternative dispute resolution and will have regard to any outcome of this in making any subsequent decision.
More detailed information on your rights to review is on the Information Commissioner's website at: https://www.inforights.im/

Should you have any queries concerning this letter, please do not hesitate to contact me.

Further information about Freedom of Information requests can be found at: www.gov.im/foi.

Notification Number N000314

Register Entry

Data Controller Name: **Cabinet Office**

Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Contact Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Representative Address:

Date of Register Entry: **11/08/2003**
Date Registration Expires: **10/08/2016**

This entry describes, in very general terms, the personal data being processed.

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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details
Goods or services provided

Trade union membership
Physical or mental health or condition
Offences (including alleged offences)

Recipients are:

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
Employees and agents of the data controller
Other companies in the same group as the data controller
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Data Processors

Transfers are:

Worldwide

Purpose 2

Advertising marketing and public relations

Purpose Description

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

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances

Goods or services provided

Recipients are:

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
Persons making an enquiry or complaint
Survey and research organisations
Traders in personal data
Data Processors
Suppliers, providers of goods or services
Officers of Central Government, Statutory boards/Authorities, etc

Transfers are:

Worldwide

Purpose 3

Accounts and records

Purpose Description

Keeping accounts relating 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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Financial details
Goods or services provided

Recipients are:

Data subjects themselves
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
Debt collection and tracing agencies
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 4

Other services

Purpose Description

The provision of any service to others.

Chief Minister's International Lecture Series

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Ombudsmen and regulatory authorities

Transfers are:

None Outside the EEA

Purpose 5

Government - Passport Issue

Purpose Description

Issue of Passports.

Omnibase System - database of passport data
WICU System - database of immigration data

Subjects are:

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

Data Classes are:

Personal details including biometric details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Racial or ethnic origin

Recipients are:

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
Persons making an enquiry or complaint
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 6

Government

Purpose Description

Co-ordination of Official Visits and Chief Minister - correspondence

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government
Foreign government

Transfers are:

Worldwide

Purpose 7

Government - Immigration Service

Purpose Description

Operation of an Immigration Service

Subjects are:

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

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
Physical or mental health or condition
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Omnibase System - database of passport data
WICU System - database of immigration data

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
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
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 8

Government - Public Appoinment Applicants

Purpose Description

Maintenance of Public Appointments Recruitment Mailing List

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances

Education and training details
Employment details
Financial details

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

None Outside the EEA

Purpose 9

Government

Purpose Description

Administration of meetings of the Council of Ministers and Associated committees, working parties and Tribunals (excluding political opinions).

Crown and Governor in Council Appointments

Tribunals and Committees: -
Advocates Disciplinary Tribunal.
Financial Services Review Regulations 2001 - Review Committee
Data Protection Tribunal
Chronically Sick and Disabled Persons Committee
Civil Services Appeals Tribunal
House of Keys and Board of Education Election Administration
Police Pension Regulations - Medical Appeal
Planning Appeals
Overseas Aid Committee
Road Transport Licensing Committee
War Pensions Committee
Appointment Commission
Boundary Review Committee

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
Witnesses
Advisers, consultants and other professional experts

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)
Criminal proceedings, outcomes and sentences

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Political organisations
Elected Representatives
Religious Organisations
Ombudsmen and regulatory authorities
The media
Data Processors
Prosecuting authorities, courts, tribunals
Recipients of Overseas Aid Grants

Transfers are:

None Outside the EEA

Purpose 10

Research

Purpose Description

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

The nature of research undertaken by the office related to the qualifications, experience and suitability of staff, appointees to committees, applicants and counter and signatories to passports and nationality forms.

General research into policy issues being considered by Council in particular developing the corporate business plan, and analysing the requirements and implications of legislation and International Treaties.

Collation, summary and publication of public consultation responses.

Training and Educational Research.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided
Political opinions

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Political organisations
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 11

Crime prevention and prosecution of offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders, excluding the use of Closed Circuit Television (CCTV) and Anti-Money Laundering Code Reporting (AMLCR)

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided

Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the EEA

Purpose 12

Other services

Purpose Description

The provision of any service to others.

Namely, collation of data for provision of information and notifications during regeneration works.

Subjects are:

Customers and clients
Advisers, consultants and other professional experts

Data Classes are:

Personal details

Recipients are:

Data subjects themselves
Business associates and other professional advisers

Employees and agents of the data controller
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 13

Information and databank administration of CRM database

Purpose Description

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

Subjects are:

Customers and clients
Members or supporters

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Political opinions

Recipients are:

Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the Isle of Man

Notification Number N000314

Purpose 14

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 databases.

Protecting Children Board Administration

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Child/ Young Person

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
Business associates and other professional advisers
Employees and agents of the data controller
Persons making an enquiry or complaint
Police fo Named
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 15

Education

Purpose Description

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

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government

Transfers are:

Worldwide

Purpose 16

Government - Health and Safety Executive

Purpose Description

Performance of the Statutory duty placed on HSE to secure the Health, Safety and Welfare of persons at work and to protect members of the public against risk to their health and safety arising out of activities at work.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
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
Financial organisations and advisers
Debt collection and tracing agencies
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.

Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 17

Consultancy and advisory services

Purpose Description

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

IT Consultancy

Installation and Support of the Government IT Networks/Sytems

Subjects are:

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

Data Classes are:

Personal details
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

Data subjects themselves
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
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Investors, stakeholders
Data Processors

Transfers are:

None Outside the EEA

Purpose 18

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 databases.

Government Telephone Network Administration System
IT Helpdesk System

Subjects are:

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

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 19

Other services

Purpose Description

The provision of any service to others.

Administration of the Isle of Man Domain Site Register.
Administration of the access to e-mail, internet and Government Intranet.

Subjects are:

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

Data Classes are:

Personal details
Financial details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 20

Licensing and registration

Purpose Description

The administration of licensing or maintenance of official registers.

Electoral Registration

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 21

Research

Purpose Description

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

Isle of Man Census and Decinnial Test.

Earnings and Economic Surveys.

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Customers and clients
Suppliers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 22

Government - Welcome Centre

Purpose Description

Supply of various Government services - Bus Passes; Proof of Age Cards; Wild Life Passes; Railway Season Passes; Tourism Events and Brochures.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Persons making an enquiry or complaint
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 23

CCTV - Crime prevention and prosecution of offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders using Closed Circuit Television (CCTV).

Subjects are:

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

Data Classes are:

Personal details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Business associates and other professional advisers
Persons making an enquiry or complaint
Police forces
Data Processors
Prosecuting authorities, courts, tribunals

Transfers are:

None Outside the EEA

-----END OF ENTRY-----

OFFICE OF THE
Data Protection Supervisor
Oik Oaseir Coadey Fysseree Ellan Vannin

Additional Purpose Form

Notification Number
N 000314

Data Controller: -
Cabinet Office

Registered Address: -
Bucks Road,
Douglas,
Isle of Man,
IM1 3PG

Company Registration Number: -
N/A

Contact Details: -
Office Manager
Cabinet Office
Bucks Road,
Douglas,
Isle of Man,
IM1 3PG

Tel No:- 01624 685711

Fax Number:

Email Address: enquiries.co@gov.im

Please add the following purpose to our existing Data Protection Register Entry.

PURPOSE: Crime prevention and prosecution of offenders - CCTV

Purpose Description:

Crime prevention and detection and the apprehension and prosecution of offenders using Closed Circuit Television (CCTV).

Data Subjects are:

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

Data Classes are:

Personal details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Business associates and other professional advisers
Persons making an enquiry or complaint
Police forces
Prosecuting Authorities, Courts, Tribunals
Data Processors

Transfers are:

None Outside EEA

Please read through the above draft purpose(s) and make any amendments necessary to make it more relevant to your organisation. Once you are happy with the purpose please sign the Declaration below and return to our office (The Compliance Officer, ODPS, PO Box 69, DOUGLAS, Isle of Man, IM99 1EQ).

DECLARATION

To the best of my knowledge and belief, the particulars given in this form are correct and complete. I can confirm that I am the data controller named on page 1 of this form or that I am authorised to act on behalf of the data controller.

Signed: - ..... [redacted] .....

Name: - John Christian

Tel No: - 01624 687066
john.christian@gov.im

Position: - Office Manager

Date: - 05/08/2015

Our Ref: IM/RR/ N000314

29 June 2015

OFFICE OF THE
Data Protection Supervisor

Oik Oaseir Coadey Eysseree Ellan Vannin

CABINET OFFICE

30 JUN 2015

READ BY C.S.	
FILE AWAY	
TO RELEVANT OFFICER ON FILE	John
SCANNED	

Mr John Christian
Chief Secretary's Office / Cabinet Office
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Dear Mr Christian,

ANNUAL DATA PROTECTION REGISTRATION RENEWAL

The register entry for the data controller, **Chief Secretary's Office / Cabinet Office** is due to expire on **10 August 2015**. If the data controller continues to process personal data then the register entry must be renewed before the expiry date. It is an offence to process personal data without a register entry.

This renewal reminder is sent one month prior to the expiry date to provide you with an opportunity to review the entry and, if necessary, make any changes. A copy of the register entry for Chief Secretary's Office / Cabinet Office can be requested by contacting this Office.

The renewal form must be signed and returned to this Office prior to 10 August 2015, itemising any changes to the register entry.

The renewal fee is currently £50.00.

Payment may be made by cheque payable to 'Office of the Data Protection Supervisor' or, if you wish to pay directly, details are enclosed.

If the completed renewal form, and any required fee, is not received by 10 August 2015, the Register Entry will be cancelled. A new notification will then be required and, unless the data controller is exempt from fees, a £70 fee will be payable.

If the register entry is no longer required, a cancellation form, which is available on our website, must be completed.

If you have any queries regarding this letter, or any other aspect of data protection, please do not hesitate to contact this Office.

Yours faithfully,

Germaine Campbell

Mrs. Germaine Campbell
Compliance Officer
Encs.

REGISTER ENTRY Additional Purpose Form

OFFICE OF THE Data Protection Supervisor
Oik Oaseir Coadey Fysseree Ellan Vannin

This form is to be used to add an extra purpose to an existing register entry. Details of the Purposes, Data Subject Codes, Data Class Codes, Recipient Codes and Transfers are in Section 3 of the Notification Handbook, which is available in the document library.

DATA CONTROLLER	CABINET OFFICE				**REGISTRATION NUMBER**	N 000314			
DETAILS OF NEW PURPOSE TO BE ADDED									
Standard Purpose Title	GOVERNMENT – CROWN AFFAIRS				**Purpose Description** if no standard purposes apply	Government House, Crown officers and ministry of justice			
Data Subject Codes e.g. S102	S100	S102	S104	S106					
Data Classes Codes e.g. C200	C200	C201	C203	C204	C207				
Recipient Codes e.g. R400	R400	R402	R405	R406	R409	R416	R419	R422	R 428
Transfers	None outside Isle of Man	☐		None outside EEA		☒	Worldwide		☐
Amendment requested by:	JOHN CHRISTIAN								
Name & Position	JOHN CHRISTIAN OFFICE MANAGER				**Contact Details (Email/phone)**	John.christian@gov.im 01624 687066			

Please return the completed form:
Email to enquiries@odps.gov.im
Fax to 01624 693259
Post to The Compliance Officer Office of the Data Protection Supervisor PO Box 69 Douglas IM99 1EQ

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ANNUAL REGISTRATION RENEWAL FORM
EXPIRY DATE 10 August 2015

Details currently held for Notification Number **N000314**

Data Controller Name	Contact Name
Chief Secretary's Office / Cabinet Office	**Mr John Christian**
Data Controller Address (Registered Office)	Contact Address (for correspondence)
Government Office Bucks Road DOUGLAS ISLE OF MAN IM1 3PG	Government Office Bucks Road DOUGLAS ISLE OF MAN IM1 3PG

Please check the copy of the current register entry, previously provided for your records, for accuracy.
Please tick one of these boxes:

☐ I confirm that my register entry details are accurate and correct. Go to **"Fees"**

☑ I would like to make alterations to the current register entry. Please turn the page.— seperate additional response form attached

FEES

The annual fee for this Register Entry is £50.00 (VAT nil)

If you are required to pay a fee, please indicate your method of payment.

☐ **CHEQUE** – this should be made payable to **"Office of the Data Protection Supervisor"**

☑ **DIRECT PAYMENT –** please indicate the date the direct payment was made DD/MM/YYYY

Journal transaction.

DECLARATION

To the best of my knowledge and belief, the particulars given in this form are correct and complete.
I confirm that I am the data controller named above or that I am authorised to act on behalf of the data controller.

Name (Block Capitals) JOHN CHRISTIAN

SIGNATURE [redacted]

Date 10/07/15

Telephone Number 687066
(in case we need to contact you regarding this form)

The register entry must be kept up to date and you must inform us if any part of the entry becomes inaccurate or incomplete. This action must be taken within 28 days. Failure to do so is an offence.

CHECKLIST

HAVE YOU

- ☐ Checked details in the Register Entry?
- ☐ Completed any necessary amendments?
- ☐ Signed the Declaration?
- ☐ Enclosed the correct fee if paying by cheque?
- ☐ Indicated date in 'Fees' if paying directly?

OFFICE USE ONLY

- ☐ Declaration Signed — Checked by
- ☐ Fee Received — Receipt No.
- ☐ Fee Exemption Claimed — Authorised by
- ☐ Renewal Details Checked
- ☐ Amendments Made

Amendments to Contact Details

Please specify any changes you require to the following:

Contact Name	
Contact Address (Correspondence)	
Data Controller Name:	
Data Controller Address (Registered Office)	
Contact Telephone Number	
Contact Email Address	
Representative Details (i.e. data controllers not established on the Isle of Man but who process personal data using equipment in the Isle of Man.)	

Changes to Existing Purposes

You may use this form to make changes to purposes already included in your Register Entry.
The relevant codes for these additions and deletions can be found in the Notification Handbook, which is available on our website, www.gov.im/odps, in the Notification section.

Specify the name of the Purpose to be altered:

ADD

Subjects Classes Recipients Transfers

DELETE

Subjects Classes Recipients Transfers

Further amendments can be made on a separate sheet sent with this renewal.

If you wish to enter a new purpose you will need to complete an Additional Purpose Form which can be found in the Notification Handbook, or on our website www.gov.im/odps in the Notification section.

Any other Alterations or Amendments

Please set out any other changes or amendments you wish to make.

See seperate additional purpose form and
Please revise title for N 000314 to Cabinet Office
removing the prefix Chief Secretary's office.

What happens next?

Please return the completed form along with your cheque or details of your payment to:
The Office of the Data Protection Supervisor, PO BOX 69, Douglas, Isle of Man, IM99 1EQ
Confirmation of your renewal will follow. If you have any queries regarding this renewal, please contact the Office on 01624 693260 or email enquiries@odps.gov.im quoting your Notification Number.

JOURNAL INSTRUCTION

PLEASE COMPLETE THE JOURNAL AS DETAILED BELOW

GL CODE	COST CENTRE	DEBIT	CREDIT	DESCRIPTION (max xx characters)
11050359	3004010101		50.00	Data protection fee Cabinet office N000314
58020199	2906010201	50.00		Data protection fee Cabinet office N000314

**AUTHORISED BY John Christian [redacted]

DEPARTMENT Cab Off

DATE 15/07/2015

REFERENCE / ADDITIONAL INFORMATION

***Note: It is the responsibility of the authoriser to ensure they have the Department's approval to authorise this journal*

Notification Number N000314

Register Entry

Data Controller Name: **Chief Secretary's Office / Cabinet Office**

Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Contact Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Representative Address:

Date of Register Entry: **11/08/2003**
Date Registration Expires: **10/08/2015**

This entry describes, in very general terms, the personal data being processed.

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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details

Goods or services provided
Trade union membership
Physical or mental health or condition
Offences (including alleged offences)

Recipients are:

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
Employees and agents of the data controller
Other companies in the same group as the data controller
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Data Processors

Transfers are:

Worldwide

Purpose 2

Advertising marketing and public relations

Purpose Description

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

Subjects are:

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

Data Classes are:

Personal details

Family, lifestyle and social circumstances
Goods or services provided

Recipients are:

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
Persons making an enquiry or complaint
Survey and research organisations
Traders in personal data
Data Processors
Suppliers, providers of goods or services
Officers of Central Government, Statutory boards/Authorities, etc

Transfers are:

Worldwide

Purpose 3

Accounts and records

Purpose Description

Keeping accounts relating 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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Financial details

Goods or services provided

Recipients are:

Data subjects themselves
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
Debt collection and tracing agencies
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 4

Other services

Purpose Description

The provision of any service to others.

Chief Minister's International Lecture Series

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Ombudsmen and regulatory authorities

Transfers are:

None Outside the EEA

Purpose 5

Government - Passport Issue

Purpose Description

Issue of Passports.

Omnibase System - database of passport data
WICU System - database of immigration data

Subjects are:

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

Data Classes are:

Personal details including biometric details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Racial or ethnic origin

Recipients are:

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
Persons making an enquiry or complaint
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 6

Government

Purpose Description

Co-ordination of Official Visits and Chief Minister - correspondence

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government
Foreign government

Transfers are:

Worldwide

Purpose 7

Government - Immigration Service

Purpose Description

Operation of an Immigration Service

Subjects are:

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

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
Physical or mental health or condition
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Omnibase System - database of passport data
WICU System - database of immigration data

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
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
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 8

Government - Public Appoinment Applicants

Purpose Description

Maintenance of Public Appointments Recruitment Mailing List

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details

Employment details
Financial details

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

None Outside the EEA

Purpose 9

Government

Purpose Description

Administration of meetings of the Council of Ministers and Associated committees, working parties and Tribunals (excluding political opinions).

Crown and Governor in Council Appointments

Tribunals and Committees: -
Advocates Disciplinary Tribunal.
Financial Services Review Regulations 2001 - Review Committee
Data Protection Tribunal
Chronically Sick and Disabled Persons Committee
Civil Services Appeals Tribunal
House of Keys and Board of Education Election Administration
Police Pension Regulations - Medical Appeal
Planning Appeals
Overseas Aid Committee
Road Transport Licensing Committee
War Pensions Committee
Appointment Commission
Boundary Review Committee

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
Witnesses
Advisers, consultants and other professional experts

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)
Criminal proceedings, outcomes and sentences

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Political organisations
Elected Representatives
Religious Organisations
Ombudsmen and regulatory authorities
The media
Data Processors
Prosecuting authorities, courts, tribunals
Recipients of Overseas Aid Grants

Transfers are:

None Outside the EEA

Purpose 10

Research

Purpose Description

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

The nature of research undertaken by the office related to the qualifications, experience and suitability of staff, appointees to committees, applicants and counter and signatories to passports and nationality forms.

General research into policy issues being considered by Council in particular developing the corporate business plan, and analysing the requirements and implications of legislation and International Treaties.

Collation, summary and publication of public consultation responses.

Training and Educational Research.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided
Political opinions

Recipients are:

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

Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Political organisations
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 11

Crime prevention and prosecution of offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders, excluding the use of Closed Circuit Television (CCTV) and Anti-Money Laundering Code Reporting (AMLCR)

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the EEA

Purpose 12

Other services

Purpose Description

The provision of any service to others.

Namely, collation of data for provision of information and notifications during regeneration works.

Subjects are:

Customers and clients
Advisers, consultants and other professional experts

Data Classes are:

Personal details

Recipients are:

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 13

Information and databank administration of CRM database

Purpose Description

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

Subjects are:

Customers and clients
Members or supporters

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Political opinions

Recipients are:

Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the Isle of Man

Purpose 14

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 databases.

Protecting Children Board Administration

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Child/ Young Person

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
Business associates and other professional advisers
Employees and agents of the data controller
Persons making an enquiry or complaint
Police fo Named
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 15

Education

Purpose Description

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

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government

Transfers are:

Worldwide

Purpose 16

Government - Health and Safety Executive

Purpose Description

Performance of the Statutory duty placed on HSE to secure the Health, Safety and Welfare of persons at work and to protect members of the public against risk to their health and safety arising out of activities at work.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
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
Financial organisations and advisers
Debt collection and tracing agencies
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 17

Consultancy and advisory services

Purpose Description

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

IT Consultancy

Installation and Support of the Government IT Networks/Sytems

Subjects are:

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

Data Classes are:

Personal details
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

Data subjects themselves
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
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Investors, stakeholders
Data Processors

Transfers are:

None Outside the EEA

Purpose 18

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 databases.

Government Telephone Network Administration System
IT Helpdesk System

Subjects are:

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

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 19

Other services

Purpose Description

The provision of any service to others.

Administration of the Isle of Man Domain Site Register.

Administration of the access to e-mail, internet and Government Intranet.

Subjects are:

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

Data Classes are:

Personal details
Financial details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 20

1
Licensing and registration

Purpose Description

The administration of licensing or maintenance of official registers.

Electoral Registration

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 21

Research

Purpose Description

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

Isle of Man Census and Decinnial Test.

Earnings and Economic Surveys.

Subjects are:

Staff including volunteers, agents, temporary and casual workers

Customers and clients
Suppliers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 22

Government - Welcome Centre

Purpose Description

Supply of various Government services - Bus Passes; Proof of Age Cards; Wild Life Passes; Railway Season Passes; Tourism Events and Brochures.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Persons making an enquiry or complaint
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

-----END OF ENTRY-----

Notification Number N000314

Register Entry

Data Controller Name: **Chief Secretary's Office / Cabinet Office**

Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Contact Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Representative Address:

Date of Register Entry: **11/08/2003**
Date Registration Expires: **10/08/2015**

This entry describes, in very general terms, the personal data being processed.

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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details

Goods or services provided
Trade union membership
Physical or mental health or condition
Offences (including alleged offences)

Recipients are:

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
Employees and agents of the data controller
Other companies in the same group as the data controller
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Data Processors

Transfers are:

Worldwide

Purpose 2

Advertising marketing and public relations

Purpose Description

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

Subjects are:

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

Data Classes are:

Personal details

Family, lifestyle and social circumstances
Goods or services provided

Recipients are:

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
Persons making an enquiry or complaint
Survey and research organisations
Traders in personal data
Data Processors
Suppliers, providers of goods or services
Officers of Central Government, Statutory boards/Authorities, etc

Transfers are:

Worldwide

Purpose 3

Accounts and records

Purpose Description

Keeping accounts relating 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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Financial details

Goods or services provided

Recipients are:

Data subjects themselves
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
Debt collection and tracing agencies
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 4

Other services

Purpose Description

The provision of any service to others.

Chief Minister's International Lecture Series

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Ombudsmen and regulatory authorities

Transfers are:

None Outside the EEA

Purpose 5

Government - Passport Issue

Purpose Description

Issue of Passports.

Omnibase System - database of passport data
WICU System - database of immigration data

Subjects are:

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

Data Classes are:

Personal details including biometric details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Racial or ethnic origin

Recipients are:

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
Persons making an enquiry or complaint
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 6

Government

Purpose Description

Co-ordination of Official Visits and Chief Minister - correspondence

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

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

Employment details
Financial details

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

None Outside the EEA

Purpose 9

Government

Purpose Description

Administration of meetings of the Council of Ministers and Associated committees, working parties and Tribunals (excluding political opinions).

Crown and Governor in Council Appointments

Tribunals and Committees: -
Advocates Disciplinary Tribunal.
Financial Services Review Regulations 2001 - Review Committee
Data Protection Tribunal
Chronically Sick and Disabled Persons Committee
Civil Services Appeals Tribunal
House of Keys and Board of Education Election Administration
Police Pension Regulations - Medical Appeal
Planning Appeals
Overseas Aid Committee
Road Transport Licensing Committee
War Pensions Committee
Appointment Commission
Boundary Review Committee

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
Witnesses
Advisers, consultants and other professional experts

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)
Criminal proceedings, outcomes and sentences

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Political organisations
Elected Representatives
Religious Organisations
Ombudsmen and regulatory authorities
The media
Data Processors
Prosecuting authorities, courts, tribunals
Recipients of Overseas Aid Grants

Transfers are:

None Outside the EEA

Purpose 10

Research

Purpose Description

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

The nature of research undertaken by the office related to the qualifications, experience and suitability of staff, appointees to committees, applicants and counter and signatories to passports and nationality forms.

General research into policy issues being considered by Council in particular developing the corporate business plan, and analysing the requirements and implications of legislation and International Treaties.

Collation, summary and publication of public consultation responses.

Training and Educational Research.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided
Political opinions

Recipients are:

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

Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Political organisations
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 11

Crime prevention and prosecution of offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders, excluding the use of Closed Circuit Television (CCTV) and Anti-Money Laundering Code Reporting (AMLCR)

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the EEA

Purpose 12

Other services

Purpose Description

The provision of any service to others.

Namely, collation of data for provision of information and notifications during regeneration works.

Subjects are:

Customers and clients
Advisers, consultants and other professional experts

Data Classes are:

Personal details

Recipients are:

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 13

Information and databank administration of CRM database

Purpose Description

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

Subjects are:

Customers and clients
Members or supporters

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Political opinions

Recipients are:

Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the Isle of Man

Purpose 14

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 databases.

Protecting Children Board Administration

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Child/ Young Person

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
Business associates and other professional advisers
Employees and agents of the data controller
Persons making an enquiry or complaint
Police fo Named
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 15

Education

Purpose Description

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

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government

Transfers are:

Worldwide

Purpose 16

Government - Health and Safety Executive

Purpose Description

Performance of the Statutory duty placed on HSE to secure the Health, Safety and Welfare of persons at work and to protect members of the public against risk to their health and safety arising out of activities at work.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
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
Financial organisations and advisers
Debt collection and tracing agencies
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 17

Consultancy and advisory services

Purpose Description

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

IT Consultancy

Installation and Support of the Government IT Networks/Sytems

Subjects are:

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

Data Classes are:

Personal details
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

Data subjects themselves
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
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Investors, stakeholders
Data Processors

Transfers are:

None Outside the EEA

Purpose 18

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 databases.

Government Telephone Network Administration System
IT Helpdesk System

Subjects are:

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

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 19

Other services

Purpose Description

The provision of any service to others.

Administration of the Isle of Man Domain Site Register.
Administration of the access to e-mail, internet and Government Intranet.

Subjects are:

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

Data Classes are:

Personal details
Financial details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 20

1
Licensing and registration

Purpose Description

The administration of licensing or maintenance of official registers.

Electoral Registration

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 21

Research

Purpose Description

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

Isle of Man Census and Decinnial Test.

Earnings and Economic Surveys.

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Customers and clients
Suppliers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

-----END OF ENTRY-----

Our Ref: IM/RC/N000314

7 August, 2014

OFFICE OF THE
Data Protection Supervisor
Oik Oaseir Coadey Fysseree Ellan Vannin

CABINET OFFICE

0 8 AUG 2014

READ BY C.S.	
FILE AWAY	
TO RELEVANT OFFICER ON FILE	
SCANNED	

Mr John Christian
Chief Secretary's Office / Cabinet Office
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Dear Mr Christian,

RE: DATA PROTECTION ACT 2002

We are pleased to inform you that the renewal process for Chief Secretary's Office / Cabinet Office has been completed and the Data Protection Register Entry updated accordingly.

A copy of the Register Entry is enclosed. We should be obliged if you would check this entry for errors and/or omissions and notify us accordingly. The Supervisor cannot be held responsible for any contravention of the Act or Data Protection Principles which arises from an incorrect Register Entry that has not been brought to his attention.

If you need to amend or cancel your Register Entry, or add or delete a purpose, the applicable forms are available on our website or can be obtained by contacting the Office.

We should take this opportunity to suggest that this is a good time to remind all staff who deal with personal data of the obligations imposed by the Act and of the restrictions on the use of personal data.

If you need any further information concerning any aspect of Data Protection please do not hesitate to contact this office.

Yours sincerely

Germaine Campbell

Mrs Germaine Campbell
Compliance Officer

Encl

PO BOX 69 Douglas Isle of Man IM99 1EQ
Tel: 01624 693260 Email: [illegible] Web: [illegible]

Christian, John (Chief Secretary's Office)

To: Whiting, Nicola
Cc: Campbell, Germaine
Subject: RE: Cabinet office register entry

Hi Nicola / Germaine

I can confirm that we have both appropriate legal delegations from Treasury / Chief Secretary and a data sharing agreement with Treasury in place. The Economic Affairs team are aware of the requirements on them for safe processing and timely destruction of data. Finally, although the datasets received will not be anonymous the processing will anonymise them and personal data will not be included in any report published.

I would be grateful if you would add Earnings and Economic Surveys under Purpose 21 in the same way the Census is itemised. Subjects , Data Classes and Recipients are already covered by existing entries.

Many thanks for your help on this.

Kind regards
John

John Christian
Office Manager

Cabinet Office I Government Offices I Bucks Road I Douglas I Isle of Man I IM1 3PU
Tel: (+44) 01624 687066
Fax: (+44) 01624 685710
E-mail:john.christian@gov.im

Isle of Man Government
Cabinet Office
Oik Cooneil ny Shirveishee

From: Whiting, Nicola
Sent: 17 July 2014 16:33
To: Christian, John (Chief Secretary's Office)
Cc: Campbell, Germaine
Subject: RE: Cabinet office register entry

Hi John,

Germaine has left for the day, so I have picked this up.

As Economic Affairs are no longer within Treasury, Treasury are now disclosing data sets including personal data to the Cabinet Office (presumably this is the case, rather than the economic affairs (CO) staff having direct access to Treasury's ITD systems – if there is direct access, come back to us please, as that is a whole different matter!). As a result, there should be an agreement in place identifying what personal data is necessary etc. for the purpose of producing the statistics and ensuring appropriate protection for both the transfer and to prevent any further use of, and mitigate against any unlawful or inappropriate access to, the personal data supplied for the purpose of the research.

Any use by the Cabinet Office of the personal data, other than for the purpose of producing the statistics, would be function creep (second principle – further processing must be compatible with the purpose for which the personal data was originally obtained – i.e. for the production of statistics).

Cabinet Office will have no purpose to process (hold or use) the personal data supplied once the statistics have been produced and there should be suitable arrangements for the secure destruction or return of the datasets (fifth data protection principle requires personal data to be held for no longer than necessary for the purpose and seventh principle requires processing (including destruction) to be in an appropriately secure manner). This should also be included in the agreement.

The relevant purpose can be amended on your email instructions.

Kind Regards

Nicola

Nicola Whiting
Isle of Man Deputy Data Protection Supervisor
Office of the Data Protection Supervisor
P.O. Box 69
Douglas
Isle of Man, IM99 1EQ

Tel: +44 (0)1624 693260
Web: www.gov.im/odps

From: Christian, John (Chief Secretary's Office)
Sent: 17 July 2014 15:05
To: Campbell, Germaine
Subject: RE: Cabinet office register entry

Hi Germaine

The data isn't anonymised but any reporting or statistics arising are anonymised. Would you like me to use the additional purpose form to add the description or is an email ok?

Thanks
John

John Christian
Office Manager

Cabinet Office I Government Offices I Bucks Road I Douglas I Isle of Man I IM1 3PU
Tel: (+44) 01624 687066
Fax: (+44) 01624 685710
E-mail:john.christian@gov.im

Isle of Man Government
Cabinet Office
Oik Cooncell ny Shirveishee

From: Campbell, Germaine
Sent: 17 July 2014 13:48
To: Christian, John (Chief Secretary's Office)
Subject: RE: Cabinet office register entry

Hi John

Is the work carried out anonymous?

If not, you will have to add to the purpose of research a brief description of the research undertaken.

Kind Regards

Germaine

Mrs Germaine Campbell
Compliance Officer

Office of the Data Protection Supervisor,

PO Box 69, DOUGLAS, Isle of Man,

IM99 1EQ

Telephone (+44) 01624 693260

Mail to: germaine.campbell@odps.gov.im

Website: www.gov.im/odps

From: Christian, John (Chief Secretary's Office)
Sent: 17 July 2014 13:43
To: Campbell, Germaine
Subject: Cabinet office register entry

Hi Germaine

The Economic Affairs team (who were formally in Treasury) are carrying out some work on a regular earnings survey and propose to use data shared by Treasury in order to expedite it. Can you confirm my belief that the register entry we have for Purpose 10 and more specifically Purpose 21 (both for research) would cover this? If necessary I can add in some more detail if this would help – I am just about to process the renewal anyway.

Kind regards
John

John Christian
Office Manager

Cabinet Office I Government Offices I Bucks Road I Douglas I Isle of Man I IM1 3PU
Tel: (+44) 01624 687066
Fax: (+44) 01624 685710
E-mail:john.christian@gov.im

Isle of Man Government

Cabinet Office

Oik Cooncil ny Shirveishee

Our Ref: IM/RR/ N000314

23 June, 2014

OFFICE OF THE
Data Protection Supervisor
Oik Oaseir Coadey Fysseree Ellan Vannin

Mr John Christian
Chief Secretary's Office / Cabinet Office
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

CABINET OFFICE
23 JUN 2014
READ BY C.S.
FILE AWAY
TO RELEVANT OFFICER ON FILE
SCANNED

Dear Mr Christian,

ANNUAL DATA PROTECTION REGISTRATION RENEWAL

The register entry for the data controller, **Chief Secretary's Office / Cabinet Office** is due to expire on **10 August 2014.** If the data controller continues to process personal data then the register entry must be renewed before the expiry date. It is an offence to process personal data without a register entry.

This renewal reminder is sent one month prior to the expiry date to provide you with an opportunity to review the entry and, if necessary, make any changes. A copy of the register entry for Chief Secretary's Office / Cabinet Office can be requested by contacting this Office.

The renewal form must be signed and returned to this Office prior to 10 August 2014, itemising any changes to the register entry.

The renewal fee is currently £50.00.

Payment may be made by cheque payable to 'Office of the Data Protection Supervisor' or, if you wish to pay directly, details are enclosed.

If the completed renewal form, and any required fee, is not received by 10 August 2014, the Register Entry will be cancelled. A new notification will then be required and, unless the data controller is exempt from fees, a £70 fee will be payable.

If the register entry is no longer required, a cancellation form, which is available on our website, must be completed.

If you have any queries regarding this letter, or any other aspect of data protection, please do not hesitate to contact this Office.

Yours faithfully,

Germaine Campbell

Mrs. Germaine Campbell
Compliance Officer
Encs.

Amendments to Contact Details

Please specify any changes you require to the following:

Contact Name:	
Contact Address (Correspondence)	
Data Controller Name:	
Data Controller Address (Registered Office)	
Contact Telephone Number	
Contact Email Address	
Representative Details (ie. data controllers not established on the Isle of Man but who process personal data using equipment in the Isle of Man.)	

Changes to Existing Purposes

You may use this form to make changes to purposes already included in your Register Entry.
The relevant codes for these additions and deletions can be found in the Notification Handbook, which is available on our website, www.gov.im/odps, in the Notification section.

Specify the name of the Purpose to be altered:

ADD

Subjects Classes Recipients Transfers

DELETE

Subjects Classes Recipients Transfers

Further amendments can be made on a separate sheet sent with this renewal.

If you wish to enter a new purpose you will need to complete an Additional Purpose Form which can be found in the Notification Handbook, or on our website www.gov.im/odps in the Notification section.

Any other Alterations or Amendments

Please set out any other changes or amendments you wish to make.

What happens next?

Please return the completed form along with your cheque or details of your payment to:
The Office of the Data Protection Supervisor, PO BOX 69, Douglas, Isle of Man, IM99 1EQ
Confirmation of your renewal will follow. If you have any queries regarding this renewal, please contact the Office on 01624 693260 or email enquiries@odps.gov.im quoting your Notification Number.

ANNUAL REGISTRATION RENEWAL FORM

EXPIRY DATE 10 August 2014

Details currently held for Notification Number **N000314**

Data Controller Name	Contact Name
Chief Secretary's Office / Cabinet Office	**Mr John Christian**
Data Controller Address (Registered Office)	Contact Address (for correspondence)
Government Office Bucks Road DOUGLAS ISLE OF MAN IM1 3PG	Government Office Bucks Road DOUGLAS ISLE OF MAN IM1 3PG

Please check the current entry. It must be an accurate reflection of the processing you undertake.
Please tick one of these boxes:

☑ I confirm that my register entry details are accurate and correct. Go to **"Fees"**

☐ I would like to make alterations to the current register entry. Please turn the page.

FEES

The annual fee for this Register Entry is £50.00 (VAT nil)

If you are required to pay a fee, please indicate your method of payment.

☐ **CHEQUE** – this should be made payable to **"Office of the Data Protection Supervisor"**

☑ **DIRECT PAYMENT –** please indicate the date the direct payment was made DD/MMM/YYYY

DECLARATION

To the best of my knowledge and belief, the particulars given in this form are correct and complete.
I confirm that I am the data controller named above or that I am authorised to act on behalf of the data controller.

Name (Block Capitals) JOHN CHRISTIAN

SIGNATURE [redacted]

Date 17/7/14

Telephone Number 687066
(in case we need to contact you regarding this form)

The register entry must be kept up to date and you must inform us if any part of the entry becomes inaccurate or incomplete. This action must be taken as soon as possible and in any case within 28 days. Failure to do so is a criminal offence.

CHECKLIST

HAVE YOU

- ☐ Checked details in the Register Entry?
- ☐ Completed any necessary amendments?
- ☐ Signed the Declaration?
- ☐ Enclosed the correct fee if paying by cheque?
- ☐ Indicated date in 'Fees' if paying directly?

OFFICE USE ONLY

- ☐ Declaration Signed — Checked by
- ☐ Fee Received — Receipt No.
- ☐ Fee Exemption Claimed — Authorised by
- ☐ Renewal Details Checked
- ☐ Amendments Made

Direct Payment of Notification Fee

If you wish to pay directly please indicate this on the Renewal Form by ticking the appropriate box under Fees.

The details of the account to which payments should be made are below.

Bank Name	Isle of Man Bank Limited
Bank Address	East Region PO Box 151, Royal Bank House 2 Victoria Street Douglas, Isle of Man, IM99 1NJ
Bank Sort Code	55-91-00
Bank Account Name	IOM Government – Office of the Data Protection Supervisor
Bank Account Number	12731684
IBAN Number	GB75NWBK55910012731684
Reference *	**N000314/Chief Secretary's Office / Cabinet Office**
Amount	£50.00

* IMPORTANT
You must ensure that your bank includes the reference number with the payment as this identifies the Data Protection Register Entry for which the payment is being made.

Please note: We may be unable to allocate the payment to your Register Entry if this reference is not supplied.

If you have any queries relating to direct payments, please contact the Office on 01624 693260 or email to enquiries@odps.gov.im

INTERNAL JOURNAL INSTRUCTION

PLEASE COMPLETE THE JOURNAL AS DETAILED BELOW

GL CODE	COST CENTRE	DEBIT	CREDIT	DESCRIPTION (max xx characters)
58020199	2906010101	50.00		data protection fee Cabinet Office
11050359	3004010101		50.00	data protection fee Cabinet Office

****AUTHORISED B'** John Christian [redacted] **DATE** 17/07/2014

DEPARTMENT *CSO*

REFERENCE / ADDITIONAL INFORMATION:

***Note: It is the responsibility of the authoriser to ensure they have the Section/Division's approval to authorise this journal*

Notification Number N000314

Register Entry

Data Controller Name: **Chief Secretary's Office / Cabinet Office**

Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Contact Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Representative Address:

Date of Register Entry: **11/08/2003**
Date Registration Expires: **10/08/2014**

This entry describes, in very general terms, the personal data being processed.

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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details

Goods or services provided
Trade union membership
Physical or mental health or condition
Offences (including alleged offences)

Recipients are:

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
Employees and agents of the data controller
Other companies in the same group as the data controller
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Data Processors

Transfers are:

Worldwide

Purpose 2

Advertising marketing and public relations

Purpose Description

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

Subjects are:

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

Data Classes are:

Personal details

Family, lifestyle and social circumstances
Goods or services provided

Recipients are:

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
Persons making an enquiry or complaint
Survey and research organisations
Traders in personal data
Data Processors
Suppliers, providers of goods or services
Officers of Central Government, Statutory boards/Authorities, etc

Transfers are:

Worldwide

Purpose 3

Accounts and records

Purpose Description

Keeping accounts relating 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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Financial details

Goods or services provided

Recipients are:

Data subjects themselves
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
Debt collection and tracing agencies
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 4

Other services

Purpose Description

The provision of any service to others.

Chief Minister's International Lecture Series

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Ombudsmen and regulatory authorities

Transfers are:

None Outside the EEA

Purpose 5

Government - Passport Issue

Purpose Description

Issue of Passports.

Omnibase System - database of passport data
WICU System - database of immigration data

Subjects are:

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

Data Classes are:

Personal details including biometric details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Racial or ethnic origin

Recipients are:

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
Persons making an enquiry or complaint
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 6

Government

Purpose Description

Co-ordination of Official Visits and Chief Minister - correspondence

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government
Foreign government

Transfers are:

Worldwide

Purpose 7

Government - Immigration Service

Purpose Description

Operation of an Immigration Service

Subjects are:

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

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
Physical or mental health or condition
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Omnibase System - database of passport data
WICU System - database of immigration data

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
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
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 8

Government - Public Appoinment Applicants

Purpose Description

Maintenance of Public Appointments Recruitment Mailing List

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details

Employment details
Financial details

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

None Outside the EEA

Purpose 9

Government

Purpose Description

Administration of meetings of the Council of Ministers and Associated committees, working parties and Tribunals (excluding political opinions).

Crown and Governor in Council Appointments

Tribunals and Committees: -
Advocates Disciplinary Tribunal.
Financial Services Review Regulations 2001 - Review Committee
Data Protection Tribunal
Chronically Sick and Disabled Persons Committee
Civil Services Appeals Tribunal
House of Keys and Board of Education Election Administration
Police Pension Regulations - Medical Appeal
Planning Appeals
Overseas Aid Committee
Road Transport Licensing Committee
War Pensions Committee
Appointment Commission
Boundary Review Committee

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
Witnesses
Advisers, consultants and other professional experts

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)
Criminal proceedings, outcomes and sentences

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Political organisations
Elected Representatives
Religious Organisations
Ombudsmen and regulatory authorities
The media
Data Processors
Prosecuting authorities, courts, tribunals
Recipients of Overseas Aid Grants

Transfers are:

None Outside the EEA

Purpose 10

Research

Purpose Description

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

The nature of research undertaken by the office related to the qualifications, experience and suitability of staff, appointees to committees, applicants and counter and signatories to passports and nationality forms.

General research into policy issues being considered by Council in particular developing the corporate business plan, and analysing the requirements and implications of legislation and International Treaties.

Collation, summary and publication of public consultation responses.

Training and Educational Research.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided
Political opinions

Recipients are:

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

Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Political organisations
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 11

Crime prevention and prosecution of offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders, excluding the use of Closed Circuit Television (CCTV) and Anti-Money Laundering Code Reporting (AMLCR)

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the EEA

Purpose 12

Other services

Purpose Description

The provision of any service to others.

Namely, collation of data for provision of information and notifications during regeneration works.

Subjects are:

Customers and clients
Advisers, consultants and other professional experts

Data Classes are:

Personal details

Recipients are:

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 13

Information and databank administration of CRM database

Purpose Description

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

Subjects are:

Customers and clients
Members or supporters

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Political opinions

Recipients are:

Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the Isle of Man

Purpose 14

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 databases.

Protecting Children Board Administration

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Child/ Young Person

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
Business associates and other professional advisers
Employees and agents of the data controller
Persons making an enquiry or complaint
Police fo Named
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 15

Education

Purpose Description

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

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government

Transfers are:

Worldwide

Purpose 16

Government - Health and Safety Executive

Purpose Description

Notification Number N000314

Performance of the Statutory duty placed on HSE to secure the Health, Safety and Welfare of persons at work and to protect members of the public against risk to their health and safety arising out of activities at work.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
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
Financial organisations and advisers
Debt collection and tracing agencies
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 17

Consultancy and advisory services

Purpose Description

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

IT Consultancy

Installation and Support of the Government IT Networks/Sytems

Subjects are:

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

Data Classes are:

Personal details
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

Data subjects themselves
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
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Investors, stakeholders
Data Processors

Transfers are:

None Outside the EEA

Purpose 18

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 databases.

Government Telephone Network Administration System
IT Helpdesk System

Subjects are:

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

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 19

Other services

Purpose Description

The provision of any service to others.

Administration of the Isle of Man Domain Site Register.
Administration of the access to e-mail, internet and Government Intranet.

Subjects are:

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

Data Classes are:

Personal details
Financial details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 20

1
Licensing and registration

Purpose Description

The administration of licensing or maintenance of official registers.

Electoral Registration

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 21

Research

Purpose Description

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

Isle of Man Census and Decinnial Test.

Earnings and Economic Surveys.

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Customers and clients
Suppliers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

-----END OF ENTRY-----

Notification Number N000314

Register Entry

Data Controller Name: **Chief Secretary's Office / Cabinet Office**

Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Contact Address:
Government Office
Bucks Road
DOUGLAS
ISLE OF MAN
IM1 3PG

Representative Address:

Date of Register Entry: **11/08/2003**
Date Registration Expires: **10/08/2014**

This entry describes, in very general terms, the personal data being processed.

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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details

Goods or services provided
Trade union membership
Physical or mental health or condition
Offences (including alleged offences)

Recipients are:

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
Employees and agents of the data controller
Other companies in the same group as the data controller
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Data Processors

Transfers are:

Worldwide

Purpose 2

Advertising marketing and public relations

Purpose Description

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

Subjects are:

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

Data Classes are:

Personal details

Family, lifestyle and social circumstances
Goods or services provided

Recipients are:

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
Persons making an enquiry or complaint
Survey and research organisations
Traders in personal data
Data Processors
Suppliers, providers of goods or services
Officers of Central Government, Statutory boards/Authorities, etc

Transfers are:

Worldwide

Purpose 3

Accounts and records

Purpose Description

Keeping accounts relating 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.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Financial details

Goods or services provided

Recipients are:

Data subjects themselves
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
Debt collection and tracing agencies
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 4

Other services

Purpose Description

The provision of any service to others.

Chief Minister's International Lecture Series

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Ombudsmen and regulatory authorities

Transfers are:

None Outside the EEA

Purpose 5

Government - Passport Issue

Purpose Description

Issue of Passports.

Omnibase System - database of passport data
WICU System - database of immigration data

Subjects are:

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

Data Classes are:

Personal details including biometric details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Racial or ethnic origin

Recipients are:

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
Persons making an enquiry or complaint
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 6

Government

Purpose Description

Co-ordination of Official Visits and Chief Minister - correspondence

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government
Foreign government

Transfers are:

Worldwide

Purpose 7

Government - Immigration Service

Purpose Description

Operation of an Immigration Service

Subjects are:

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

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
Physical or mental health or condition
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences
Omnibase System - database of passport data
WICU System - database of immigration data

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
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
Financial organisations and advisers
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
UK Government
Foreign government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 8

Government - Public Appoinment Applicants

Purpose Description

Maintenance of Public Appointments Recruitment Mailing List

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details

Employment details
Financial details

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

None Outside the EEA

Purpose 9

Government

Purpose Description

Administration of meetings of the Council of Ministers and Associated committees, working parties and Tribunals (excluding political opinions).

Crown and Governor in Council Appointments

Tribunals and Committees: -
Advocates Disciplinary Tribunal.
Financial Services Review Regulations 2001 - Review Committee
Data Protection Tribunal
Chronically Sick and Disabled Persons Committee
Civil Services Appeals Tribunal
House of Keys and Board of Education Election Administration
Police Pension Regulations - Medical Appeal
Planning Appeals
Overseas Aid Committee
Road Transport Licensing Committee
War Pensions Committee
Appointment Commission
Boundary Review Committee

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
Witnesses
Advisers, consultants and other professional experts

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)
Criminal proceedings, outcomes and sentences

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
Political organisations
Elected Representatives
Religious Organisations
Ombudsmen and regulatory authorities
The media
Data Processors
Prosecuting authorities, courts, tribunals
Recipients of Overseas Aid Grants

Transfers are:

None Outside the EEA

Purpose 10

Research

Purpose Description

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

The nature of research undertaken by the office related to the qualifications, experience and suitability of staff, appointees to committees, applicants and counter and signatories to passports and nationality forms.

General research into policy issues being considered by Council in particular developing the corporate business plan, and analysing the requirements and implications of legislation and International Treaties.

Collation, summary and publication of public consultation responses.

Training and Educational Research.

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Goods or services provided
Political opinions

Recipients are:

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

Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Political organisations
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

Purpose 11

Crime prevention and prosecution of offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders, excluding the use of Closed Circuit Television (CCTV) and Anti-Money Laundering Code Reporting (AMLCR)

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the EEA

Purpose 12

Other services

Purpose Description

The provision of any service to others.

Namely, collation of data for provision of information and notifications during regeneration works.

Subjects are:

Customers and clients
Advisers, consultants and other professional experts

Data Classes are:

Personal details

Recipients are:

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 13

Information and databank administration of CRM database

Purpose Description

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

Subjects are:

Customers and clients
Members or supporters

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Political opinions

Recipients are:

Employees and agents of the data controller
Offices of central government, statutory boards/authorities, etc.
Elected Representatives

Transfers are:

None Outside the Isle of Man

Purpose 14

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 databases.

Protecting Children Board Administration

Subjects are:

Staff including volunteers, agents, temporary and casual workers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Child/ Young Person

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
Business associates and other professional advisers
Employees and agents of the data controller
Persons making an enquiry or complaint
Police fo Named
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 15

Education

Purpose Description

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

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

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

Recipients are:

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
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Police forces
Offices of central government, statutory boards/authorities, etc.
Voluntary and charitable organisations
The media
UK Government

Transfers are:

Worldwide

Purpose 16

Government - Health and Safety Executive

Purpose Description

Performance of the Statutory duty placed on HSE to secure the Health, Safety and Welfare of persons at work and to protect members of the public against risk to their health and safety arising out of activities at work.

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)
Criminal proceedings, outcomes and sentences

Recipients are:

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
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
Financial organisations and advisers
Debt collection and tracing agencies
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
UK Government
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 17

Consultancy and advisory services

Purpose Description

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

IT Consultancy

Installation and Support of the Government IT Networks/Sytems

Subjects are:

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

Data Classes are:

Personal details
Education and training details
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

Data subjects themselves
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
Financial organisations and advisers
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Investors, stakeholders
Data Processors

Transfers are:

None Outside the EEA

Purpose 18

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 databases.

Government Telephone Network Administration System
IT Helpdesk System

Subjects are:

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

Data Classes are:

Personal details
Employment details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

None Outside the EEA

Purpose 19

Other services

Purpose Description

The provision of any service to others.

Administration of the Isle of Man Domain Site Register.

Administration of the access to e-mail, internet and Government Intranet.

Subjects are:

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

Data Classes are:

Personal details
Financial details
Goods or services provided

Recipients are:

Data subjects themselves
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Offices of central government, statutory boards/authorities, etc.

Transfers are:

Worldwide

Purpose 20

1
Licensing and registration

Purpose Description

The administration of licensing or maintenance of official registers.

Electoral Registration

Subjects are:

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

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Employment details
Financial details
Goods or services provided
Offences (including alleged offences)

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Trade, employer associations and professional bodies
Police forces
Local Authorities and Commissioners
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Ombudsmen and regulatory authorities
Prosecuting authorities, courts, tribunals

Transfers are:

Worldwide

Purpose 21

Research

Purpose Description

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

Isle of Man Census and Decinnial Test.

Subjects are:

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

Advisers, consultants and other professional experts

Data Classes are:

Personal details
Family, lifestyle and social circumstances
Education and training details
Employment details
Goods or services provided
Racial or ethnic origin
Physical or mental health or condition

Recipients are:

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
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Trade, employer associations and professional bodies
Offices of central government, statutory boards/authorities, etc.
Elected Representatives
Data Processors

Transfers are:

None Outside the EEA

-----END OF ENTRY-----

Cabinet Office
Oik Coonceil ny Shirveishee
Isle of Man Government

Freedom of Information
Seyrsnys Fysseree

Government Office
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IM1 3PN
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REFERENCE NUMBER: IM394061 **INTERNAL REVIEW: IM418661**

REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2015 ("the Act")

I write in reference to your request dated 29 March 2016 (subsequently clarification received on 11 April) for an internal review to be conducted of the response provided to a Freedom of Information request reference number IM394061.

The request stated:

"I am unhappy with your response because it is my belief that you have not provided me with all of the information which should be available relating to my request.

With regard to the documents which you have attached, I note in particular that in an undated email from John Christian to Nicola Whiting, Mr Christian refers to "both appropriate legal delegations from Treasury/Chief Secretary and a data sharing agreement with Treasury….". Since those documents relate to the registration of the Cabinet Office for data protection purposes they fall within the information which I requested and ought, therefore, to have been provided to me.

Also, I have a raft of correspondence with [redacted] *concerning the registration of the Cabinet Office for data protection purposes and documentation from the Chief Secretary which relevant to my request also."*

An internal review of the response to your request has now been completed by an independent officer, one who was not involved with the original request. They have concluded that the correct information was provided and the correct exemptions were applied to the information held in the correct places.

In addition they have considered the specific points made by you in your request for a review as follows:

- The reviewer is satisfied that the all of the information in relation to the request, held by the Cabinet Office has been provided to you.

If you are dissatisfied with the outcome of this review, under s42(1) of the Act you have the right to apply to the Isle of Man Information Commissioner for a review of a) our response, or b) any decisions and/or justification we have used if there was a refusal to supply Information. You can contact the Commissioner at:

Isle of Man Information Commissioner
PO Box 69
Douglas
Isle of Man
IM99 1EQ
Telephone: 01624 693260
Email: ask@inforights.im
Website: www.inforights.im

Should you then wish to appeal against the Commissioner's decision, there is a right of appeal to the High Court on a point of law only.