



Information Commissioner's Office

Data Protection Register - Entry Details

Registration Number: Z7416099

Date Registered: 28 November 2002 Registration Expires: 27 November 2013

Data Controller: TOP SERVICE LTD

Address:

2-3 REGENTS COURT
FAR MOOR LANE
REDDITCH
WORCESTERSHIRE
B98 0SD

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

TOP SERVICE LTD

This register entry contains personal data held for 6 purpose(s)

Purpose 1

Staff Administration

Purpose Description:

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

Data 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

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details

Employment Details
Financial Details
Racial or Ethnic Origin
Trade Union Membership
Physical or Mental Health or Condition
Offences (Including Alleged Offences)

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

TRADE UNIONS AND STAFF ASSOCIATIONS

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

Transfers:

None outside the European Economic Area

Purpose 2

Advertising, Marketing & Public Relations

Purpose Description:

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

Data subjects are:

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

Data classes are:

Personal Details
Financial Details

Goods or Services Provided

BIOGRAPHIES OF STAFF

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

Data subjects themselves
Business associates and other professional advisers
Other companies in the same group as the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Traders in personal data
Trade, employer associations and professional bodies
The media

Transfers:

None outside the European Economic Area

Purpose 3

Accounts & Records

Purpose Description:

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

Data subjects are:

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

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

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
Debt collection and tracing agencies
Central Government

Transfers:

None outside the European Economic Area

Purpose 4

Credit Referencing

Purpose Description:

The provision of information relating to the financial status of individuals or organisations on behalf of other organisations.

Data subjects are:

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

INDIVIDUAL CONSUMERS: SOLE TRADERS, PARTNERS, DIRECTORS,
COMPANY OFFICERS - THOSE SUBJECT TO ADMINISTRATION,
ORDERS/INDIVIDUAL VOLUNTARY
ARRANGEMENTS/BANKRUPTCIES/COURT
JUDGEMENTS OR DECREES

Data classes are:

Personal Details
Financial Details
Goods or Services Provided

ELECTORAL ROLL INFORMATION. BANKRUPTCIES; INDIVIDUAL VOLUNTARY
ARRANGEMENT; COURT PROCEEDINGS; PAYMENT DETAILS AND
ACCOUNT
INFORMATION; SEARCHES MADE BY CLIENTS; PUBLIC OFFICES;
BUSINESS ACTIVITIES; CREDITWORTHINESS

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

CUSTOMERS/CLIENTS OF THE CREDIT REFERENCE AGENCY WHICH
SEARCH THE FILE

Data subjects themselves
Business associates and other professional advisers

Employees and agents of the data controller
Persons making an enquiry or complaint
Financial organisations and advisers
Credit reference agencies
Debt collection and tracing agencies
Traders in personal data

Transfers:

None outside the European Economic Area

Purpose 5

Trading / Sharing in Personal Information

Purpose Description:

The sale, hire or exchange of personal information.

Data subjects are:

Customers and clients
Complainants, correspondents and enquirers

INDIVIDUAL CONSUMERS; SOLE TRADERS; PARTNERS;
DIRECTORS/COMPANY SECRETARIES

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Financial Details

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

Data subjects themselves
Employees and agents of the data controller
Persons making an enquiry or complaint
Financial organisations and advisers
Traders in personal data

Transfers:

None outside the European Economic Area

Purpose 6

Information and Databank Administration

Purpose Description:

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

Data subjects are:

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

INDIVIDUAL CONSUMERS: SOLE TRADERS; PARTNERS;
DIRECTORS/COMPANY SECRETARIES

Data classes are:

Personal Details
Financial Details
Goods or Services Provided

ELECTORAL ROLL; BANKRUPTCIES; INDIVIDUAL VOLUNTARY
ARRANGEMENTS;
COURT PROCEEDINGS; BUSINESS ACTIVITIES; CREDITWORTHINESS;
SEARCHES MADE BY CLIENTS; PUBLIC OFFICES

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

Data subjects themselves
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
Traders in personal data

Transfers:

None outside the European Economic Area

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