Department -
Unit -
Name of Unit Manager

Belfast City Council Personal Data Audit Register

Personal data owner	Description / name of the processing	Categories of Data Subjects	Source of the data	Categories of Personal Data	Does it contain Sensitive Personal Data (Y/N) If Yes, include brief details)	Does the data relate to children under 13 years (Y/N) Do you need or have have parental consent to hold this data.	Is the personal data only held in paper format, electronic format or mixed format P - Paper E - Electronic M - Mixed	On what basis are you processing the data. Via consent or Via a legislative basis.	Is this personal data managed by a Data Processor on your behalf ? (Y/N) If Yes, do you have a Data Processor agreement in place.	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor agreement is on place	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible for the data	Insert a brief description of the data and the function of the BCC processing	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Children, Relatives / Guardians or Others, please specify	Insert details of who the data was obtained from.	Identity (name, address images) Personal life(family-lifestyle) including comments and opinions recorded about individuals	If Yes, insert details relating to the type of sensitive data listed below:- *Racial or ethnic origin* *Political opinions* *Religious beliefs* *Trade union membership* *Physical or mental health* *Sexual life* *Commissioned or alleged commission of offences*	Include details, if parental consent is required, how that was obtained and how that is held.	List how the data is held e.g. Paper filing system. Electronic system (computer) or a mixture of both	Is the data processed under Statutory Powers, (if so, list the specific legislation), Public Task / Legitimate Interests, Necessary for Contract, Vital Interests of the Data Subject, or Consent. If relying on consent, include details of how the consent of the individual concerned is obtained. E.g. by signtaure on a specific form	Include details of the processor and date the agreement was signed	Included details of the organisation and date the agreement was signed	List who the personal data is shared with and the date this was signed	List how often this is done, by whom and is it recorded
Economic Development Unit	City Start Up Programme	Client / Customers, Public	Enterprise NI, Go For It CRM	Title, Name, Business Name, Address, Postcode, Email's 1 and 2, Telephone No's 1 and 2, Code, Opt in for more Info.	N	N	E	Consent	N	Y, LCCC have this in place with ENI as lead contractor	Y, data controller agreement in place with 10 other Councils in NI and ENI. Date signed	Y
Economic Development Unit	Go For It Programme	Public, Client / Customers	Belfast City Council	Name, address, date of birth, telephone number, email address	N	N	E	Consent	N	Y, LCCC have this in place with ENI as lead contractor	Y, data controller agreement in place with 10 other Councils in NI. Date signed	Y
Economic Development Unit	Hotel Employment Academy	Public	Public who have signed up	Name, age, existing training/support programmes, Telephone Number, Email address, Postal address	N	N	M	Consent	N	Y, Lemis to allow BCC to recruit participants and track them through the academy. Date signed	Y, Lemis+, DfC, Employers. Data controller agreement with Lemis+, and in process of DfC.	Y
Economic Development Unit	Lemis+	European Social Fund Participants	Public who have signed up	Name, Date of Birth, Town/City, Postcode, Labour Market Status, Programme Start and End Date, Participant/Starter, Credit/Qualification gained, Gender, Outcomes.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	BEN & Competitive City	Client / Customers	Customers / Businesses	Title, Name, Business Name, Address, Postcode, Email's 1 and 2, Telephone No, Code.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Retail & Traders	Client / Customers	Client / Customers	Name, Business, Address, Postcode, Telephone No. Email, Code	N	N	E	Consent	N	N	N	Y

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Economic Development Unit	Go For Growth	Client / Customers	Client / Customers	Title, Name, Business Name, Address, Postcode, Telephone No's. 1&2, Email 1&2, Code, Opt in for More Info.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Creative and Digital Industries	Client / Customers	Client / Customers	Title, Name, Job Title, Business, Address, Postcode, Telephone No.1&2, Email 1&2.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Go Social	Client / Customers	Client / Customers	Title, Name, Business, Address, Postcode, Telephone Number, Email.	N	N	E	Consent	Y, Work West	N	N	Y
Economic Development Unit	Product Development Competition	Client / Customers	Client / Customers	Title, Name, Business, Address, Postcode, Telephone Number, Email.	N	N	E	Consent	Y, Ardean, Data Processor agreement is in place.	N	N	Y
Economic Development Unit	Business registration list	Client/Customers	Client / Customers	Title, Name, Business, Address, Postcode, Telephone Number, Email, details of business and support required	N	N	E	Businesses/individuals register on website for information and advice about starting or growing a business	N	N	N	Y

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