

Belfast City Council Personal Data Audit Register

Name of Unit Manager - Description of the personal data												
How the personal data is held and size						Consent						Retention
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 organistion 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
Lord Mayor's Unit	Biographies - Overview of career to date	Members, Public, VIP's	EIF's (Engagement Information Forms), individuals, internet, organisations	Name, Images	Y - Racial or ethnic origin, political opinions	N	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Briefing notes - Contact details related to engagements/event s attended by a Civic Dignitary	Members, Public, VIP's	EIF's	Name, address, telephone number	Y - Racial or ethnic origin, political opinions	Y - Consent - EIF	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Charities - Information on Civic Dignitary nominated charities	Charities	Organisations	Name, address, telephone number, email address	Y - Racial or ethnic origin, political opinions	N	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Contacts database - Contact details including name, address, telephone, email etc.	Members, Public, Staff, Customers, VIP's, Suppliers	EIF's, individuals	Name, address, telephone number, email address	N	N	M	Consent - EIF	N	N	N	N

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Lord Mayor's Unit	Engagement Information Forms - Contact details related to engagements attended by a Civic Dignitary	Members, Public, Staff	Individuals, organisations	Name, telephone number, email address	Y - Racial or ethnic origin, political opinions	Y - Consent - EIF	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Email contact groups and contact cards	Members, Public, Staff, Customers, VIP's, Suppliers	Individuals, internet, organisations	Name, address, telephone number, email address	N	N	E	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Email Distribution lists	Members, Public, Staff, Customers, Suppliers	Individuals, internet, organisations	Name, email address	N	N	E	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Email inboxes - Contact details from email signatures	Members, Public, Staff, Customers, VIP's, Suppliers	Individuals, internet, organisations	Name, address, telephone number, email address	N	N	E	Consent - EIF	N	N	N	N
Lord Mayor's Unit	File List - Record of hard copy files - some of the titles include names	Members, Public	Events	Name	N	N	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Finance – quotations and vendor details	Members, Staff, Suppliers	Organisations, suppliers	Name, address, telephone number, email address	N	N	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Freedom of Information requests	Members, Public, Staff	Individuals, media	Name, address, telephone number, email address	N	N	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Guest Lists - Contact details of guests attending events	Members, Public, Staff, VIP's	EIF's, events	Name	N	Y - Consent - EIF	M	Consent - EIF	N	N	N	N

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Lord Mayor's Unit	Letters and Correspondence - Correspondence sent and received	Members, Public, Staff, Customers, VIP's, Suppliers	Individuals, organisations	Name, address, telephone number, email address	Y - Any or all of above	Y - Given	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Mail Register - Correspondence received by post	Members, Public, Staff, Customers, VIP's, Suppliers	Individuals, organisations	Name	N	Y - Given	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Mobile phone contacts - Contact details on emergency phone and work mobiles for Sandra Robinson, Petra Scarborough, Debbie Walker and Gwenn Neill	Members, Staff, Suppliers, VIPs	EIF's, individuals, organisations	Name, telephone number, email address	N	N	E	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Photographs - Photographs related to engagements/event s/visits etc	Members, Public, Staff, VIPs	Biographies, charities, events, organisations	Name, images	N	Y - Consent	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Running orders - Information related to engagements/event s/visits	Members, Staff, VIPs	EIF's, events	Name	N	Y - Consent - EIF	M	Consent - EIF	N	N	N	N
Lord Mayor's Unit	Schedule and distribution list - Contact details on weekly schedule and schedule distribution list	Members, Public, Staff	EIF's, events, organisations	Name, email address	Y - Racial or ethnic origins, religious beliefs	Y - Consent - EIF	M	Consent - EIF	N	N	N	N

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[illegible]

Department - Chief Executive's Department

Unit - Lord Mayor's Unit

Name of Unit Manager
Description of the person

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[illegible]

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Unit - Lord Mayor's Unit

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Description of the person _____

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[illegible]

[illegible]

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[illegible]

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[illegible]

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[illegible]

[illegible]

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Name of Unit Manager _____
Description of the position _____[illegible]