

Department - Unit - Name of Unit Manager												
Description of the personal data			How the personal data is held and size Processor					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 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	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing	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	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 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
Planning Service	Information relating to the processing of planning applications	Customers - planning agents, applicants and Customers who make representations on planning applications	Customers provide the information	Identity for all applications, Personal life for some applications	Some applications will temporarily contain sensitive applications e.g. medical information for planning applications required for persons with a disability	No	Mixed format for Identity data i.e. information included on application forms and input to planning portal. Paper format for sensitive medical information	Legislative basis - Planning (NI) Act 2011	Electronic data is managed by DfI - data processing agreement is not in place??	No	We share some information internally with Building Control and other depts. within Council. When a planning decision is appealed we would share the information with the Planning Appeals Commission. Data sharing agreement is not in place?	Draft R&DS has been agreed by Council . Not yet ratified by NI Assembly.
Planning Service	Historic planning application files	Customers - planning agents, applicants and Customers who make representations on planning applications and clients who have identified potential planning breaches and details of potential offenders	Customers	Identity	No	No	Mixed format for Identity data i.e. information included on application forms and input to planning portal.	Legislative basis - Planning (NI) Act 2011	Electronic data is managed by DfI - data processing agreement is not in place??	No		Draft R&DS has been agreed by Council . Not yet ratified by NI Assembly. Electronic records have not been subject to R&D Schedule. Policy and procedures need to be agreed with DfI on reviewing electronic records.

Planning Service	Historic enforcement files	Clients who have identified potential planning breaches and details of potential offenders	Clients who have identified potential planning breaches and details of potential offenders	Identity and personal life	Possibly	No	Mixed format for Identity data i.e. information included on application forms and input to planning portal; paper format for other information	Legislative basis - Planning (NI) Act 2011	Electronic data is managed by DfI - data processing agreement is not in place??	No		Draft R&DS has been agreed by Council . Not yet ratified by NI Assembly. Electronic records have not been subject to R&D Schedule. Policy and procedures need to be agreed with DfI on reviewing electronic records.
Planning Service	Information relating to the processing of ongoing enforcement cases	Customers, elected members who lodge complaints about potential breach of planning issues	Customers provide the information	Identity for all cases, personal life for some applications	Possibly	No	Mixed format for Identity data i.e. information included on complaint forms/letters and input to planning portal. Paper format for sensitive information	Legislative basis - Planning (NI) Act 2011	Electronic data is managed by DfI - data processing agreement is not in place??	No	No	Draft R&DS has been agreed by Council . Not yet ratified by NI Assembly. Electronic records have not been subject to R&D Schedule. Policy and procedures need to be agreed
Planning Service	EIA Register	Customers	Customers provide the information	Identity	No	No	Paper	Legislative basis - Planning (NI) Act 2011	No	No	Register is publically available	Register is permanently retained
Planning Service	Planning Application Registers	Customers	Customers provide the information	Identity for all cases	No	No	Paper	Legislative basis - Planning (NI) Act 2011	No	No	No	Yes
Planning Service	Enforcement Registers	Clients	Clients provide the information	Identity for all cases	No	No	Paper	Legislative basis - Planning (NI) Act 2011	No	No	Register is publically available	Register is permanently retained

Planning Service	DOE data Z history files	Customers	Customers	Identity for all cases	No	No	Electronic	Legislative basis - Planning (NI) Act 2011	No	No	No	No
Planning Service	General Correspondence	Customers, elected members	Customers and elected members	Identity, sensitive information	Possibly	No	Mixed	Consent	No	No	No	Should be -but to date has not been applied
Planning Service	Complaints	Customers, elected members	Customers and elected members	Identity, sensitive information	possibly	No	Mixed	Consent	No	No	No	Should be -but to date has not been applied
Planning Service	EIR requests	Customers, elected members	Customers elected members	Identity	No	No	Mixed format	Consent	No	No	No	Should be -but to date has not been applied
Planning Service	Committee Papers	Customers	Customers	Identity	No	No	Mixed format	Legislative basis - Planning (NI) Act 2011	No	No	No	Should be -but to date has not been applied
Planning Service	MIS Reports	Customers	Customers	Identity	No	No	Electronic	Legislative basis - Planning (NI) Act 2011	No	No	Internally with council depts. and other central government departments	Should be -but to date has not been applied

Planning Service	Spreadsheet holding contacts/consultees for POP (Mail Merge as well) - snapshot copy from database (below)	Statutory Consultees/Customers/Charities/Interested parties	Public Info/Research/public giving addresses/Communicator LDP mailing list/Citizen Space	Identity (Name and address and email addresses)	No	No	Mixed format	Both legislative and Consent	No	No	No	N
Planning Service	Database holding contacts/consultees for LDP (including several spreadsheets with data gathered from database)	Statutory Consultees/Customers/Charities/Interested parties	Public Info/Research/public giving addresses/Communicator LDP mailing list/Citizen Space	Identity (Name and address and email addresses)	No	No	Mixed format	Both legislative and Consent	No	No	No	N
Planning Service	BMAP Reps Database (may be on an asset register of data trnsferred from DOE)	Representations made during BMAP process	DOE	Identity (Name and address and email addresses)	No	No	Electronic	Both legislative and Consent	No	No	Yes - data originally collated by DOE (prior to transfer of planning) - relates to area beyond Belfast Council boundary	
Planning Service	Article 4 spreadsheet including mail merge and labels/returns and responses	Members of the public in Malone and Adelaide consulted	Public giving addresses/Citizen Space response forms	Identity (Name and address and email addresses) opinions	No	No	Electronic and Paper	Both legislative and Consent	No	No	No	
Planning Service	Database for Trees	Customers	Customers	Identity (Name and address and email addresses)	No	No	Electronic and Paper	Both legislative and Consent	No	No	No	
Planning Service	Trees - case Notes and correspondence	Customers	Customers	Identity (Name and address and email addresses)	No	No	Electronic and Paper	Both legislative and Consent	No	No	No	

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