Department - Unit -

**Belfast City Council Personal Data Audit Register** 

Name of Unit Manager

Description of the personal data

How the personal data is held and size
Processor

Retention

Is the personal | Are you managing | Is the personal | Are you managing | Is the personal | Are you managing | Is the personal | Is t

Personal data owner	Description / name of the processing	Categories of Data Subjects	Source of the data	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	you processing the data. Via Consent or Via a legislative basis.	data managed by a Data Processor	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 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	relating to the type of sensitive data listed below:- Racial or ethnic origin Political opinions Religious beliefs Trade union membership	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	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.	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 Dfl - data processing agreement is not in place??		we snare 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?	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 Dfl - 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 Dfl on reviewing electronic records.

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

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Name of Unit Manag	nor -							adit i togic				
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

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## **Belfast City Council Personal Data Audit Register**

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

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**Belfast City Council Personal Data Audit Register** 

Name of Unit Manager Identity (Name and address and Yes - some email respondents Both legislative and Electronic and Planning Service Citizen Space Customers Customers provided voluntary No No No No addresses) Consent Paper equality monitoring Administration by other BCC information Department Identity (Name and address and Customers, email LDP Communicator POP Planning Service Customers addresses) No No Electronic Consent Mailing List consultation Administration database by other BCC Department Identity (Name and address and email Both legislative and Planning Service Communication Customers Customers addresses) No No Electronic No No No Consent Administration by other BCC Department Identity, personal Planning Service HR Council staff Council staff Yes No Paper Consent No No No No life

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