

Belfast City Council Personal Data Audit Register

Description of the personal data					How the personal data is held and size					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
Secretariat	Address Book and paper filing system	External contacts, elected Members and Council staff	Directly obtained from external contacts, elected Members and Council staff	Contains name, work address, work telephone number, mobile number, home address, home telephone number, car registration, date of birth	Home address, home telephone number, car registration, passport details	Not applicable	Mixture of both paper filing system and address book	Consent	No	No	No	
Secretariat	Paper filing	Personnel issues	Directly obtained frome external agencies and Council staff	Contans name, home address		Not aplicable	Paper filing system	Consent	No	No	No	