

Belfast City Council Personal Data Audit Register

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
Age-friendly Belfast	Age-friendly Belfast events bookings and photographs	Older members of the public, residential/day centres and club	Older members of the public themselves, family members or residential/day centres and clubs	Names, phone numbers and emails and photographs	No	No	Electronic	Operational Purposes	No	No	No	Periodically after events at least every 7 years
Age-friendly Belfast	general email communications	Older members of the public, residential/day centres and club, venues, community groups professional organisations internal staff etc	data subjects themselves	Names, phone numbers and emails and photographs	No	No	Electronic	Operational Purposes	No	No	No	No
Age-friendly Belfast	Age-friendly Belfast events contacts, venues, bands, activity coordinators , community groups, caterers	venues, bands, activity coordinators , community groups, caterer	prevoius contact, recommendation s and google	Names, adresses phone numbers and emails	No	No	Mixed	Operational Purposes	No	No	No	Periodically after events at least every 7 years

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Animal Welfare Service	Animal Welfare Service is responsible for the legislation concerning the welfare of animals. Data gathered will be details of owners of animals who are the subject of a complaint concerning the welfare of their animal.	Client/customers, Contractors who are involved in the delivery of the service eg Veterinary practices, Kennel/Care provider	The majority of cases are reported by concerned members of the public. Data is gathered as a result of investigations. Data can also be obtained from a variety of sources during the course of investigations, eg PSNI, Social Services, NIHE, Rates	Names, addresses, DOB, digital images of environments where animals are found suffering including offender's home. In some cases a body cam video recording will be taken during the seizure of an animal, witness statements, officers' contemporaneous notes, Details of Vet contractor & Vet Reports, post mortem reports concerning animals. Financial information relating to the delivery of the service.	Yes details of offences Details of Lay Magistrates for Northern Ireland	Very unlikely unless a child is a witness to a case or has committed an offence. On occasion we will make referrals to Social services concerning houses where we believe individuals/children are vulnerable.	Animal Welfare Service is provided on a regional basis. We share an IT system for this purpose called TASCOMI. All information concerning a case is kept on this system. Once a file is proceeding to court, there will be a paper file created. All info concerning animal welfare service is kept on a shared drive with restricted access to two admin officers. AWO and Line manager, Business support officer.	All our activities are based on statutory powers. The Welfare of Animals Act (Northern Ireland) 2011	No	No	Yes we have a Data Sharing argreement with the PSNI signed November 2017. In other cases we will only share data on a case by case basis. In most cases, we are seeking data from other organisations in order to progress a case to court.	I don't believe so to date
Area Support - Community Services	1. Summer Scheme Registration Forms (hard copy)	Children/ Parents/Guardians/Named Emergency Contacts	Parents Guardians	Name/ Address/ Contact Details/ Emergency Contact Details. Comments on health/ allergies/ additional support requirements	Racial or ethnic origin/ Physical or mental health	Parents complete and sign form which gives the information. Forms are kept hard copy at each community centre, Includes age range of 5 - 16 years	Paper Filing System	No	No	No	No	N/A
Area Support - Community Services	2. After School/ Youth Project Registration Forms (hard copy)	Children/Parents/Guardians Named Emergency Contacts	Parents/Guardians	As above	As above	As above	Paper Filing System	No	No	No	No	N/A
Area Support - Community Services	3. Additional Support Needs Form (hard copy)	Children/Guardians	Parents/Guardians	Greater detail on additional support needs	Physical or mental health	As above	Paper Filing System	No	No	No	No	N/A
Area Support - Community Services	4. Sessional attendance lists	Children's names	Parents/ Guardians	Children's Names	N/A	Hard copy list compiled by staff	Paper Filing System	No	No	No	No	N/A
Area Support - Community Services	5. Permission Forms	Children's names	Parents/ Guardians	Children's Names	N/A	Hard copy list compiled by staff	Paper Filing System	No	No	No	No	N/A
Area Support - Community Services	6. Volunteer Policy/ Procedures	Centre Volunteers	Centre Volunteers & referees	Name, address, age, contact of volunteers specific interests, abilities, health issues	Health issues that may impact on volunteering	No	Paper Filing System	No	No	No	No	N/A

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Area Support - Community Services	7. Sessional Tutors Declaration	Suppliers/Tutors	Suppliers/ Tutors	Name, address, contact, insurance details	No	No	Paper Filing System	No	No	No	No	N/A
C&NS Human Resources	Accident forms	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
Belfast Health Development Unit (BH DU)	BSP and thematic groups finance and contract grant information						Both	Other			Externally information used by Public Health Agency (PHA), Belfast HSC Trust, Health and Social Care Board and potentially other BSP partners	
Belfast Health Development Unit (BH DU)	Physical Activity Referral finance and contract information						Both	Other			Externally information shared with funding organisations - PHA, HSCB	
Belfast Health Development Unit (BH DU)	BSP/BH DU contacts database	Elected members, public, council staff, other statutory staff	Individuals	Email address, telephone numbers, organisations address	No	NA	Electronic	Developed through networking and partnership events - no consent form	No	No	Not shared	Yes
Belfast Health Development Unit (BH DU)	BSP and thematic groups finance and out going contract grant information	Clients / Customers, elected members	Organisation	Email address, contact telephone, bank details, bank statements, financial records, organisation address, organisation structure (staff names)	Yes - financial information (bank details, statements and financial account information)	NA	Both	Consent via letter of offer (at letter of offer stage)	No	No	Monitoring information (organisation name) used by Public Health Agency (PHA), Belfast HSC Trust, Health and Social Care Board and potentially other BSP partners, does not include sharing of any sensitive data	Yes
Belfast Health Development Unit (BH DU)	BSP/BH DU income contracts	Commissioners	Organisation	Email address, telephone numbers, organisations address	No	NA	Both	NA	No	No	Internally to BCC colleagues	Yes

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Belfast Health Development Unit (BH DU)	Physical Activity Referrers database	Healthcare professionals	Individuals	Email address, telephone numbers, organisations address	No	NA	Both	Service level agreement with individual to participate in schemes	No	No	Externally shared with contract holders	Yes
Belfast Health Development Unit (BH DU)	BSP/BH DU media consent	Clients / customers	Organisation	Email address, telephone numbers, organisations address	No	No	Paper	Consent from organisation via media consent form	No	No	Not shared	Yes
Belfast Health Development Unit (BH DU)	Grant / funding application forms	Public	Organisation	Email address, telephone numbers, organisations address	No	No	Both	Consent from organisation via application	No	No	Not shared	Yes
Belfast Health Development Unit (BH DU)	Quotation / Tender files	Potential contractors	Organisation	Email address, telephone numbers, organisations address	No	No	Both	Consent from organisation via submission	No	No	Not shared	Yes
Belfast Zoo	EMAIL SIGN UPS FROM BOOKING /APPLICATION FORMS AND FEEDBACK FORMS - We collect the email addresses of our customer to use for promotional and information purposes as part of our email marketing plans. These are obtained through booking/application forms and feedback forms	Visitors who take part in zoo events, trail sheets, competitions, animal experiences, keeper for a day, quiet hour, birthday parties, zoo explorers' club (parents), volunteer days, animal adoptions, annual memberships, etc.	Online and offline booking / application and feedback forms	Email addresses	No	Adult only	M	Consent obtained by opt in via tick box on forms	No	No	Internally to the web team (sent with password protection) to add to communicator which is the tool used to distribute our email marketing to	Continually monitored by the web team based on statistics of invalid addresses, expired / deleted addresses, etc. There is also an opt out option provided on each email and they are removed from the database

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Belfast Zoo	ZOO COMPETITIONS We collect personal data through competitions that we run at Belfast Zoo. This data is used to make contact with the winner and there is also an opt in to receive email updates from Belfast Zoo with promotional and informative content	Visitors and zoo supporters	Online and offline entry forms that customers complete	IDENTITY - Name, address, phone number and email	No	Not applicable. Any children completing the form onsite are accompanied at all times by an adult, as per zoo regulations.	E (paper copies are shredded)	Tick box opt in on competition form and online entry form to receive email communications	No	No	Name and email data is shared with the web team in corporate communications, who inputs this into communicator software	Paper copies are disposed of once input into the electronic database. Our web team 'clean' our database routinely based on stagnant, incorrect emails, etc
Belfast Zoo	ANNUAL MEMBERSHIP We collect personal data about the individual taking out the membership (and other members of the family for a family membership)	Visitors - adults and children	Application form	IDENTITY - Name, address, date of birth, contact details, etc	No	Yes - the membership must be purchased by a parent or guardian and therefore has their consent	M	Via consent through the booking process and completion of the application form	No	No	No	Paper data is retained for a period of 7 years, as per audit requirements
Belfast zoo	MEDIA AND SOCIAL MEDIA INFLUENCES - name, company and contact details of local media. We use this to deliver our public relations campaigns as part of Belfast Zoo's marketing strategy	Media organisations and employees	Publically available online and offline	IDENTITY - Name and contact details	No	No	E	Publically available	No	No	No	Reviewed quarterly by the zoo's marketing team
Belfast zoo	SCHOOLS DATABASE - name and contact details of schools throughout Northern Ireland. We use this to market the education message to schools.	Schools throughout Northern Ireland	Publically available on school and education board websites	IDENTITY - Name and contact details	No	No	E	Publically available	No	No	No	Updated as required.
Belfast Zoo	KEEPER FOR A DAY We collect personal data through our booking process for keeper for a day. This is used for legal and contact purposes.	Visitors - adult only	Paper booking form	IDENTITY - Name, address, phone number, email, medical questionnaire	Physical or mental health - the data contains personal medical information.	Not applicable. Participants must be aged 18 or over.	M	Via consent through booking process and self-completion of medical questionnaire	No	No	No	Paper data is retained for a period of 7 years, as per audit requirements

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Belfast Zoo	ZOO EXPLORERS CLUB We collect personal data about the child and the parent/guardian through our booking process for zoo explorers' club. This is used for legal, health and safety and contact purposes.	Visitors - parents, guardians and children	Paper based booking form	IDENTITY - Parental and child name, address, phone number, email, medical questionnaire, etc	Physical or mental health - the data contains medical information about the child and a photograph	Yes the application form is completed by the parent or guardian and is signed.	M	Legislative (health and safety purposes) and also via consent from parent / guardian (who have signed the form)	No	No	No	Paper data is retained for a period of 7 years, as per audit requirements.
Belfast Zoo	BOOKABLE EVENTS AND COMMERCIAL PROGRAMMES We collect personal data from visitors who wish to book events. This is used for health and safety and visitor information purposes	Customers - adults and children (Christmas, tours, quiet hour, birthday parties, animal experiences etc)	Paper based booking form	IDENTITY - Parental and child name, address, phone number, email, medical questionnaire, etc	Physical or mental health - the data can contain personal information including medical information, dietary requirements, etc	Yes but in this instance the form and information are completed by a parent or guardian	M	Via consent through the booking process and completion of booking form	No	No	No	Paper data is retained for a period of 7 years, as per audit requirements
Belfast Zoo	SCHOOLS We collect information from schools and the teacher, when they book an education session	Customers - schools and teachers	Paper based booking form	IDENTITY - Name, address, phone number, contact	No	No	M	Via consent through the booking process and completion of booking form	No	No	No	Paper data is retained for a period of 7 years, as per audit requirements
Belfast Zoo	ANIMAL ADOPTION We collect personal data about the individual adopting the animal and the individual purchasing the adoption.	Visitors - adult and children	Online application form on www.belfastzoo.co.uk , by phone or by post	Name, address, phone number, email, etc	No	On some occasions the adopter can be a child. However, the purchase is made by an adult and cannot be made by a child.	M	Via consent during booking process	No	No	No	Paper data is retained for a period of 7 years, as per audit requirements
Belfast Zoo	EMAIL SIGN UPS ON WEBSITE - our website has a form to enter your email to receive email communications	Website users	Online sign up function	Email addresses	No	No	No	Consent obtained by opt in on website	No	No	No	Continually monitored by the web team based on statistics of invalid addresses, expired / deleted addresses, etc. There is also an opt out option provided on each email and they are removed from the database

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Bereavement Services	Grave Ownership documents (Including details of grave grants, duplicate, transfer, assignment documents and registers	Client / Customers, Public, Suppliers/ Contractors, Relatives / Guardians, Deceased /Council Staff	From Third Party i.e. Funeral Director / Family Member	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, place of death, date of death			M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done
Bereavement Services	Burials Records - Interment details (including Register of Burials and Burial Order Books and Grave Cards	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Relatives / Guardians, Deceased	From Third Party i.e. Funeral Director / Family Member	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, place of death, date of death/ ownership/ grave section and number and cemetery	Religion/ Physical and Mental Health/ Cause of Death	childrens details	M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done
Bereavement Services	Copy Burial Orders (including documents required prior to burial i.e. Coroners Order/G.R.O. 21 Coffin sizes, Gravedigger and Funeral Conductor Cards	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Relatives / Guardians, Deceased	From Third Party i.e. Funeral Director / Family Member	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, place of death, date of death/ ownership/ grave section and number and cemetery	Religion/ Physical and Mental Health/ Cause of Death	childrens details	M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done
Bereavement Services	Site Maps and Plans	Deceased and Client Customer	From Operational Staff	deceased name Location of grave, grave number,			M	Consent and Legislative		N	N	This is not being done
Bereavement Services	Cremation Registers	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Relatives / Guardians, Deceased /Dr Details//Coroners Details	From Third Party i.e. Funeral Director / Family Member	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, mode of death, place of death, date of death/ GP or Doctor Details/ Coroner	Religion/ Physical and Mental Health/ Cause of Death	childrens details	M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done

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Bereavement Services	Cremation Forms	as above	From Third Party i.e. Funeral Director / Family Member	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, place of death, date of death	Religion/ Physical and Mental Health/ Cause of Death	childrens details	M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done
Bereavement Services	Memorial Purchase Applications (Including Memorial Trees, Memorial Tablet, Columbarium, Woodland Copse, Memorial Benches	Client / Customers, Council Staff, Public, Suppliers/ Contractors, Relatives / Guardians, Deceased / Owner Details	From Client/ or third party i.e. Funeral Director	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, place of death, date of death	Religion and Politcal Opinion and Miscellaneous	childrens details	M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done
Bereavement Services	Miscellaneous Registers (including Gravedigger, Monumental, Grave Maintenance, Alphabetical Indexes	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Children, Relatives / Guardians, Deceased	From Third Party i.e. Funeral Director / Family Member Council Staff	identity (name, address next of kin details coffin size and weight for deceased recorded against individuals, age/ religion/ civil state gender cause of death, place of death, date of death/ ownership/ grave section and number and cemetery/ Council Staff	Religion and Politcal Opinion and Miscellaneous	childrens details	M	Consent and Legislative	Digital Services and Third Party Contractor	N	N	This is not being done
Busniness Support- Enforcement Section	Cleansing Services Enforcement Section - Name, Address- Processing for the application of a Unique Reference Number (URN) for preparation of Court Summons	Customers/Members of the public	Consent by members of public, Investigations by Officers	Name, Address, Gender	Yes- Personal details	No	M	Legislative purposes, in order to create/ process court summons in pursuit of convictions under various legislation	N	N	Yes. Personal information(name, address, gender) is shared with Causeway (Dept of Justice) in order to receive URN which is required prior to cases being sent to the Magistrate Court. Completed court summons, which contain name, address, image are sent to Laganside Magistrate Court. Unknown if there is an Information sharing agreement in place.	Yes - Files sent to Morgans storage and then disposed off when required

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Business Support- Enforcement Section	Cleansing Services Enforcement Section- Name, Address, Debit/Credit card receipt- required for the payment of fixed penalties,court settlement fee and distribution of free printed material permit applications.	Customers	Supplied by customer	Name, Address and Credit/debit card details	Yes- Personal details and banking information	No	P	Consent- Customers contact Enforcement Business Support in order to process the payment of fixed penalty notice, court settlement fee and permit application	N	N	Yes, details of financial transation are shared/ sent of Barclays Bank. Unknown if there is an Information sharing agreement in place	Yes - Files sent to Morgans storage and then disposed off when required
C&NS Human Resources	Activity Momitoring scores	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Conflict of interest details	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Disciplinary information	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Grievance Information	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Capability information	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N

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C&NS Human Resources	Absence management information	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
STC Central	Accident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	Yes - physical health	Possible dependant on accident type, but none currently held	E	Health and Safety at Work Act	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC East	Accident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	Yes - physical health	Possible dependant on accident type, but none currently held	E	Health and Safety at Work Act	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC North	Accident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	Yes - physical health	Possible dependant on accident type, but none currently held	E	Health and Safety at Work Act	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
C&NS Human Resources	Increment information	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Legal memorandums	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Overtime rota	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	PDP's	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N

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C&NS Human Resources	Redeployment information	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Resignation letters	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Retirement letters	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Road Traffic Accident driver details	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Smoking breechs	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Fixed penalty notice details	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
STC South	Accident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	Yes - physical health	Possible dependant on accident type, but none currently held	E	Health and Safety at Work Act	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No

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C&NS Human Resources	Work life Balance requests	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&NS Human Resources	Working Time Directive details	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
C&YP	Name, address, contact details date of birth, medical conditions. Emergency contact list and telephone numbers and relationship to the child.	Children / parents	From parent / guardian registration forms for After-schools service and summer schemes	Name, address, contact details, any medical conditions	Y medical conditions which may require treatment, ethnic origin, nationality	Parental consent on the form regarding photographs, sunscreen, ad-hoc outings. Parent with parental responsibility signs the form. Held securely in filing cabinet in BCC premises or taken in a secure briefcase to outreach centres for use in an emergency	Paper filing system held locally in each centre. Electronic copy of Avoniel Play Centre parental contacts held on the Play Development Officer's computer for emergencies.	Parental consent obtained for attendance by the child at summer scheme or After-schools sessions - signature on registration forms.	N	N	N	Y data is disposed of every 5 years with local records kept of disposal.
C&YP	Youth Forum registration details	Young people - members of the Youth Forum	Parent / young person (data subject)	As above	As above	N	P	Via young person / parental consent	N	N	N	Y data is disposed of every 5 years with local records kept of disposal.
C&YP	Volunteer enquiry forms / registration forms	Adult volunteers	Data subject	As above	As above	N	P	Via consent	N	N	N	As above
C&YP	Safeguarding referrals	Children and adults	Third party referrals	Name address dob	Y there may be allegations regarding child protection or adult safeguarding	Y - referrals can be any age	Paper records held in locked cabinet in a locked open plan office. Electornic records are sent password protected to social services.	Legislative basis - safeguarding children or adults at risk	N	N	Y - referrals made to Social Services / GP / Police as required. Not known if there is an Information-sharing Agreement in place.	N records appear to be kept on a longer basis
C&YP	Registration forms for additional needs (sumemr scheme)	Children	Parent / Guardian	Name address, dob, GP and medical conditions	Specific medical details or complex needs which may need additional support	Y	As above	Consent (parents)	N	N	N	Y data is disposed of every 5 years with local records kept of disposal.

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CL Business Support	Excel spredsheel listing outstanding fuel receipts monthly for reconciliation against invoice	Supplier	Fuel Supplier (Allstar)/Staff (Fuel Receipts)	Supplier name, address and telephone number	No	No	Mixed - Excel spreadsheet, physical copy of invoice, record sheet in lever arch file, fuel receipts stored in a zip folder in a box file	BCC Vendor/Supplier - consent and procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
CL Business Support	Banner - Spreadsheet to record what section supplies are for, a calculation of (£)	Supplier	Banner	Supplier name, address, telephone number and Purchase Order no.	No	No	Mixed - Excel spreadsheet, physical copy of Purchase Order, backing informaiton (emails, requisitions) stored in a lever arch file	BCC Vendor/Supplier - consent and procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
CL Business Support	Purchase Orders & Limit Orders created on SRM System detailing suppliers name, address, telephone number	Suppliers	Suppliers	Supplier name, address, telephone number and Purchase Order no.	No	No	Mixed - SRM System and Hard copy of orders in file with backing information.	BCC Vendor/Supplier - consent and procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
CL Business Support	Qlikview Report - Details orders to be grn'd	Suppliers	Una Beggs runs reports and emails to BS	Supplier name, PO number, description of goods etc..	No	No	Electronic - Qlikview system and excel spreadseet	BCC Vendor/Supplier - consent and procedure	No	No	No	Electronic copy only kept
CL Business Support	Arco Limit Order Spreadsheet listing staff members name and shoe size and when issued with new shoes	Council Staff/Supplier	Manager/HR	Supplier, Staff member, shoe size	No	No	Mixed - Excel spreadsheet, hard copy in file, SRM system	BCC Staff consent	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
CL Business Support	Letters typed to staff members/cllrs/members of the public	Council Staff/Elected Members/Contractors	Jim Ferguson	Name, address, content of letters can be highly confidential	Yes - HR related confidential information	No	Mixed - Saved on shared folder and hard copy printed for relevant manager	BCC Procedure	No	No	No	Electronic copy only kept

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CL Business Support	Incoming Mail/cheques spreadsheet - all external mail is recorded to include cash, cheques & postal orders	BCC Customers/Members of the public	BCC Customers/Memb ers of the public	Name, section mail is for, cash, cheques and postal orders	No	No	Mixed - Mail recorded on excel spreadsheet, cash, cheques and postal orders spreadsheet printed and filed	Consent as members of the public are posting into the Council	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
CL Business Support	Commercial waste contracts	commercial waste customers	Public	Business name & address, invoice address, Business type details, company registration/charity number, home address & contact details ie landline, mobile, email, fax numbers, service requirements	commercial waste complaints, Service cancellation/suspensti on emails/letters.	N/A	Mixture of both	Legislative (signed contract)	N/A	N/A	N/A	YES - Cancelled and aged contracts held in storage
CL Business Support	Commercial waste direct debit mandates	commercial waste customers	Public	Name of Account holder. Name and address of bank/building society. Sort code and account number	N/A	N/A	Mixture of both	Legislative (signed mandate)	N/A	N/A	N/A	NO
CL Business Support	Inland Revenue (charities) - charitable status confirmation	commercial waste customers	Public	Business name & address. Charitable status number	N/A	N/A	Mixture of both	Legislative (customer copy of Inland Revenue confirmation)	N/A	N/A	N/A	NO
CL Business Support	Squad sheet print outs	commercial waste customers	Data obtained from CREST & printed by BCC staff	Business name & address	N/A	N/A	Mixture of both	Data is printed in office and emailed to operations for printing to record collections. No consent from customer	N/A	N/A	N/A	NO
CL Business Support	customers on suspension	commercial waste customers	Data obtained from CREST & SAP. Printed by BCC staff.	Business name & address	N/A	N/A	Mixture of both	Data is printed in office and emailed to operations for printing to advise of non collections. No consent from customer	N/A	N/A	N/A	NO

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CL Business Support	Commercial waste Business workflow system (CRM)	commercial waste customers	Public	Business name & address	commercial waste requests for service, complaints	N/A	Mixture of both	Internal workflow system - no consent given by commercial waste customers	N/A	N/A	N/A	NO
CL Business Support	Cleansing & Community Service clockwise swipes	BCC staff	Area Manager via internal email	Name, absence reason, clock in & out recordings	Absence reasons:- sick, suspension, medical redeployment etc	N/A	Mixture of both	Internal workflow system - no stat. powers	N/A	N/A	N/A	YES - Aged data sent to storage.
CL Business Support	LGR motor expense claims	BCC staff	BCC staff member	Name & address, mileage to and from work	Amount claimed for mileage	N/A	paper data only	not processed under stat. powers	N/A	N/A	N/A	N/A
CL Business Support	Commercial waste Request for service	commercial waste customers	public	Business name and address details	customer query/request and complaints	N/A	Mixture of both	No stat. powers	N/A	N/A	N/A	N/A
CL Business Support	Commercial waste financial details from Direct debit madates, BACS	commercial waste customers	public	Business name and address details	Invoice details of payment received/outstanding	N/A	Mixture of both	Legislative	N/A	N/A	N/A	YES - Aged data sent to storage.
CL Business Support	Commercial waste SAP number request	commercial waste customers	public	Business name & address details, Bank details	Customer Bank details - sort code and account number	N/A	Electronic	Legislative	N/A	N/A	N/A	NO
CL Business Support	Dogs & Pest refund request	Public	Public	Public name & address	N/A	N/A	paper data only	Non legislative	N/A	N/A	N/A	NO
CL Business Support	Misc invoices - Events, seconded staff to other Councils, SLA	Public	Public	Names & address	Invoice payment details	N/A	Mixture of both	legislative	N/A	N/A	N/A	YES - Aged data sent to storage.
CL Business Support	Salaried staff overtime	staff	staff	Amount of overtime hours claimed per month	Amount of hours overtime claimed per month	N/A	Mixture of both	Non legislative	N/A	N/A	N/A	YES - Aged data sent to storage.
CL Business Support	Personal Development Plans	Supervisors Reporting	Personal development linked to Business Plan	Name of staff, grade	NO	NO	Electronic and hard copy file					Yes
CL Business Support	Payroll and employee details	All Business Support staff in Cleansing Services	Monitoring attendance and training plans	SO1, Sc6, Sc4, Sc3s 21 staff	NO	NO	Electronic					Yes

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CL Business Support	FOI Requests	Cleansing Services operational, financial & administration information.	Electronic, paper files	Cleansing Services operational, financial & administration information.	NO	NO	Electronic and hard copy file					Yes
Cleansing	minutes of meeting of grievance investigations/ industrial tribunial	Council Staff	from individual	Name, comments and opinions recorded about individuals	trade union membership personal health matters	no	M	Information requested of staff member	N	N	N	N
Cleansing Business Support Donna Walsh Rhonda Cowieson	Monthly Overtime analysis - Reports run from an interface via Access system giving staff name, cost code, hrs worked and monetrv value	Council Staff	Digital Services - Clockwise System	Name, hrs worked, cost code and monetry value	No	No	Mixed - Data held in access system, saved in excel in overtime folder on Donna Walsh/Rhonda Cowieson PC	Council Procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
Cleansing Business Support James Gault Donna Walsh Rhonda Cowieson	PDP's - yearly PDP completed for each member of staff	Council Staff	HR	Name, Work Location, staff no, targets relating to post and training needs identified	No	No	Mixed - Electronic copy kept in 'My Documents' and hard copy printed for file and copy given to HR	Council Procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
Cleansing Business Support James Gault Donna Walsh Rhonda Cowieson Claire Simpson	Return to Work Interview - Carried out when a membe of staff is off sick and they return to work	Council Staff	Hr	Standard template detailing staff member name, staff no, sickness details and standard set of questions to ask employee	Yes - depending on why member of staff off sick then the information can be sensitive	No	Mixed - HR email a copy of RTW form and sickness report, it is then completed and hard copy given to HR	Council Procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required
Cleansing Business Support Rhonda Cowieson Donna Walsh Ysabell Giles	Agency Timesheet - Agency staff submitt timesheets for week to HR who pass to BS to record on a Spreadsheet	Agency Staff	Agency Staff/HR	Name, ref. no, hrs worked, cost centre, hrly rate, total £	No	No	Mixed - Spreadsheet is saved in the transfer folder and hard copies saved in a file	Agreement BCC and Grafton	No	Agreement with Grafton and BCC	No	Yes - Files sent to Morgans Storage and then disposed off when required
Cleansing Business Support Ysabell Giles Donna Walsh Rhonda Cowieson	Legal Compensation Payments	Members of public/Council Staff	Legal Services Department BCC	Name of individual/Compan y and details of claim	No	No	Mixed - Spreadsheet is saved in the transfer folder and hard copies saved in a file	Council Procedure	No	No	No	Yes - Files sent to Morgans Storage and then disposed off when required

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Cleansing Services Pest Control Business Support, James Gault	Pest, general request for service	General Public, businesses	General public and business requesting services for pest control	Name, address, phone number of general public/business requesting service, name , address, phone number	NO	NO	Electronic and hard copy file	Unit Manager	NO			Yes
Cleansing Services Research, Performance Review and Policy	Data to run reports	Names, addresess, telephones numbers of residents/ratepayers	The data was obtained from residents directly. The resident calls the BCC Contact Centre.	Names, addresess, telephones numbers of residents/ratepaye rs	No	n/a	Mixed: Electronic & Paper held in a locked cupboard	Legislative, BCC has a Statutory duty to collect waste and keep streets clean. Caller has to give details of their address to the Contact Centre over the telephone or via email.	No	n/a	No	No
Cleansing Services Research, Performance Review and Policy	Masternaut	Identifies employee driver and BCC vehicle to monitor speed limits	Masternaut GPS system	Identifies employee driver and BCC vehicle	No	n/a	Electronic &Paper held in a locked cupboard, so Mixed	Agreement made with Trade Unions	No	n/a	Shared internally amongst Cleansing Services Managers to monitor speed limits of drivers	No
Community Awareness Team (CAT)	Copies of PDP's and one to ones with the team	Council Staff	from individual	information on person issues affecting performance	potentially informationregarding health issues	no	M	presumed comsent - staff member signs form though this does not include data storage	N	N	N	N
Community Awareness Team (CAT)	copies of team's driving licence relating to compulsory driving licence checks	Council Staff	from individual	Name address, potential endoresments	potential endorsements	no	P	Information requested of staff member	N	N	N	N - Replaced annually at each check
Community Awareness Team (CAT)	Copies of requisition order form and assocaited purchase order containing supplier information	Suppliers including in some cases individuals name as contact	from individual or online search	Name and address	no	no	M	N	N	N	N	N

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Community Awareness Team (CAT)	information on individuals/ groups who CAT have facilitated cleanups or have participated in one of our community projects, Brighter Belfast Awards or signed anti Litter dog fouling pledge	Members of public individuals / community groups	from individual	name address phone number email address	no	no	M	Information provided by the individual either via phone when requesting help for cleanup or by applying to participate in a community project no signature requested by individual	N	N	N	N
Community Awareness Team (CAT)	information on schools and individual teacher who CAT have facilitated cleanups or have participated in one of our school projects, Brighter Belfast Aawrds,requested bin delivery, cleanup kit or education pack or undertaken routine anti litter talks	Members of public, school staff	from individual	name school, individual name, address,phone number, email address	no	no	M	Information provided by the individual either via phone when requesting help for cleanup or by applying to participate in school project no signature requested by individual No consent sought	N	N	N	N
Community Awareness Team (CAT)	Information on businesses who have participated in a cleanup, Brighter Belfast Awards, antilitter project including No smoke without litter	Members of Public	from individual	name of business, individual's name, adress, phone number, email	no	no	M	Information provided by the individual either via phone when requesting help for cleanup or by applying to participate in project or during one to one meeting re No Smoke Without Litter project no signature requested by individual No consent sought	No	No	No	No
Community Awareness Team (CAT)	List of new businesses which moved to BCC following LGR	Member of Public	Not established	managers name business address emails	no	no	E	no consent sought	No	N	NO	NO
Community Awareness Team (CAT)	List of community Groups which came to BCC following LGR	Customers	Not established believed to be from Community Services	managers namecommunity group's address emails	no	no	E	no consent sought	No	N	N	NO

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Community Awareness Team (CAT)	Monthly database of meetings attended including contact details of organiser	Customers / members of the public	Information established from organiser when meeting set up	manager's name, phone number community group's address emails	no	no	E	no consent sought	No	No	No	NO
Community Awareness Team (CAT)	Database of Thank you letters emails	members of public/ customers	Information provided by indivudal through email phone or letter	name, address, email	no	no	M	no consent sought	no	no	no	no
Community Awareness Team (CAT)	individuals who have requested stubbis - personal ashtrays	members of public	Information provided by indivudal through email phone or letter	name address	NO	no	P	no consent sought	no	no	no	no
Community Awareness Team (CAT)	Parental permission to use children in photographs and videos	members of public	Information provided by individual on specific form	name address	no	yes consent given to use photographs	no	no consent sought	no	no	no	no
Community Awareness Team (CAT)	evaluation forms from schools visit.	Members of public, school staff	Information provided by individual on specific form	name, school address email	no	no	no	no consent sought	no	no	no	
Community Awareness Team (CAT)	Contact details of organisations and BCC Councillors which CAT team have worked with on specific projects	Partners and Councillors	from individual	name, business name, contact details	no	no	no	no consent sought	no	no	no	no
Community Services	Details of Community Centre Bookings	Client/Customer	Groups and Individuals booking Community Centres	Identity (name, address)	No	No	Paper and Electronic	No	No	No	No	No

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STC West	Accident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	Yes - physical health	Possible dependant on accident type, but none currently held	E	Health and Safety at Work Act	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC Central	Activity and Quality Monitoring	Council Staff and Agency Staff	Quality Section, ACM/ASM's	Staff Name, Staff number	No	N/A	M	Productivity Reassurance/accounta bility	N/A	N/A	N/A	No
STC East	Activity and Quality Monitoring	Council Staff and Agency Staff	Quality Section, ACM/ASM's	Staff Name, Staff number	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC North	Activity and Quality Monitoring	Council Staff and Agency Staff	Quality Section, ACM/ASM's	Staff Name, Staff number	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC South	Activity and Quality Monitoring	Council Staff and Agency Staff	Quality Section, ACM/ASM's	Staff Name, Staff number	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC West	Activity and Quality Monitoring	Council Staff and Agency Staff	Quality Section, ACM/ASM's	Staff Name, Staff number	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC Central	Agency Induction	Agency Staff	Agency Staff	Staff Name	No	N/A	P		N/A	N/A	N/A	No
STC East	Agency Induction	Agency Staff	Agency Staff	Staff Name	No	N/A	P		N/A	N/A	N/A	No
STC North	Agency Induction	Agency Staff	Agency Staff	Staff Name	No	N/A	P		N/A	N/A	N/A	No
STC South	Agency Induction	Agency Staff	Agency Staff	Staff Name	No	N/A	P		N/A	N/A	N/A	No

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STC West	Agency Induction	Agency Staff	Agency Staff	Staff Name	No	N/A	P		N/A	N/A	N/A	No
STC Central	Annual Leave Records	Council Staff	ACM/ASM's	Staff name, Staff number	No	N/A	E	To maintain records of staff annual leave	N/A	N/A	N/A	No. Historical records held at Dunbar Street unsecure storage area.
CRU (Traveller Liasion)	Case work , group information (personal data) organisation working plans	Public, staff, other statutory and communitty groups information	Belfast Trust, An Munia Tober, Toy Box, public, Local Strategic Partnership on Travellers	Identity (name) Organisation	No	no	na	Consent through partnership agreement	no	no	yes. We use the partnership agreement to share information	no
Dog Control	Phone numbers of dog adverts to identify potential non licenced dog breeding establishments	members of public	information gathered form newspaper adverts	phone numbers	No	No	E	Legislative	No	no	no	no
Dog Control	Dog Licence Application.Name, address, phone number. If concessionary , proof of receipt of benefits, or vets letter to be provided for spaved/neutered.	Members of the Public (Cutomers)	Provided by customer via direct application for dog licence, either post or on-line	NO	NO	NO	Electronic and hard copy file	The Dogs (Licensing and Identification) Regulations (Northern Ireland) 2012. Concen is by agreement from customer when applying for dog licences.	NO	NO	N/A	Yes
Dog Control	Fixed Penalties, Summonses, court proceedings for dog fouling, straying, dog attacks.Name, address, phone number of alledged dog owner committing offence if known, name, address, phone number of alleged iniured party.	Owners of alledged offending dogs, details of alledged injured party.	Owners of alledged offending dogs, details of alledged injured party. Dog wardens, witness statements, medical records	NO	NO	NO	Electronic and hard copy file	Dogs (Northen Ireland) Order 1983	NO	NO		Yes
Dog Control	Dog Control, Kennelling for straying & owner reclaims	Owners of alledged offending dogs.	Dog Wardens, kennelling provider	Name, address, phone number of alledged owner of dog	NO	NO	Electronic and hard copy file	Dogs (Northen Ireland) Order 1983	NO	NO		Yes

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Dog Control	Dog Control, general request for service	Owners of dogs, details of general public making complaints	Owners of dogs, details of general public making complaints	Name, address, phone number of dog owner requesting service, name , address, phone number of individual making complaint	NO	NO	Electronic and hard copy file	Unit Manager	NO	NO		Yes
Dog Warden Service	Dog Warden Service enforce legislation concerning the responsible ownership of Dogs. The data will include name, address, date of birth. Investiagtion of offences, dog attacks and dangerous breeds. Medical reports concerning injuries. Photographs of injuries.	Client/Customers including paremts/guardians of children	Investigations by officers. Dog Licence data base.(held by us) Data obtained from other data bases held by other orgaisations eg PetLog, DVLA, LaNd and Property Services, Rates, PSNI	Name,address, tele.number, DOB, images, medical information, witness statements relating to investigations. Officer Notebooks containing contemporanous notes concerning investigations and conversations with alleged offenders/witness es	Yes details of offences. Medical information and images of injuries as a result of dog attacks	Information concerning minors is held in relation to dog attack investigations. Witness statements are taken in the presence of a parent/guardian. Consent from parents is obtained in advance of requesting medical reports	Each case has a paper file and an electronic file on FLARE	All our operations are based on statutory powers. The Dogs (Northern Ireland) Order 1983. The Litter (NI) Order 1994, The Clean Neighbourhoods & Environment Act 2011, The Dangerous Dogs (NI) Order 1991. The Welfare of Animal Act 2011	No	No	The Dog Licence register can be viewed by the public. In a limited number of occasions at the request of an organisation such as the PSNI or NI Compensation Agency or from a firm of solicitors, we may provide data on a case by case basis. We don't have a formal agreement with any organisation	Paper copies of dog licences are boxed and sent to Morgans for storage, Electronic Records are on FLARE system
Donna Walsh Rhonda Cowieson Ysabell Giles	Bank Lodgement - Cheques, Cash and Postal Orders received from members of the public, suppliers and lodged via bank	Members of public/Suppliers	Members of public/Suppliers	Dog Licences, Dog Fines, Littering Fines, Commercial Waste	No	No	Mixed - Record of cheques received saved in trasfer folder, lodgment book completed to lodge payments to bank	Consent as payments posted into the council	No	No	Yes - Barclays Bank - refer to Management Accounts for agreement	Yes - Files sent to Morgans Storage and then disposed off when required
Enforcement Section	Cleansing Services Enforcement Section - Name, Address, Date of Birth, Image, Digital recording - Investigation of criminal offences under various legislation	Members of the public	Investigations by officers, customers, Driver and Vehicle Licensing Agency, Statutory Agency - Land and Propert Services, NIHE	Name, Address, Images - Digital image and video, Comments relating to correspondance or telephone calls	Yes - Commision or alleged offences	No	M	Stautory Powers (Litter (Northern) Ireland Order 1994. Waste and Contaminated Land (Northern Ireland) Order 1997	N	N	N	Yes - Files sent to Morgans storage and then disposed off when required

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Enforcement Section	Cleansing Services Enforcement Section - Name, Address - Processing of application for permits to distribute printed material	Customers	Supplied by customer	Standard Form: Name, address, email, phone no. etc..	Yes- Personal details, Commercial Contact Details	No	M	Consent - Signature on application form for distribution of free printed material	N	N	N	Unknown for electronic records. Paper records-Yes - Files sent to Morgans storage and then disposed off when required
Enforcement Section	Cleansing Services, Enforcement Section - Name, phone number, address - Work related activities	Customers	Supplied by customer	Name, Address, Phone number, e-mail (contact details)	Yes- Personal details	No	E	Consent	N	N	N	Yes - Files sent to Morgans storage and then disposed off when required
STC East	Annual Leave Records	Council Staff	ACM/ASM's	Staff name, Staff number	No	N/A	E	To maintain records of staff annual leave	N/A	N/A	N/A	no
Environmental Protection, Public Health and Housing	Certificate of Fitness Files	Client/Customer/Council Staff	Lanlord/Estate agent	Names/Addresses /Phone numbers	Generally NO but a very small % of files may indicate Physical/Mental issues	No	Manual	Legislation requires	No	No	Used by Department for Communities for setting rent levels and protecting tennancies	No
Environmental Protection/Public Health&Housing	APP Civica	Client/Customer/Council staff	Client/Customer	Names/addresses /phone numbers	No	No	Electronic	Legislation requires	NO	No	Information Sharing agreement with University of Ulster	NO
Environmental Protection/Public Health&Housing	Industrial Pollution Control Public Register	Client /Customer/Council staff	Client/Customer Industrial Pollution and radiochemical Inspectorate re. Part a and B Premises	Name/address/Phone numbers	No	No	Manual	Legislation requires	No	No re. Part C Processes Yes re. Part A and B Processes on behalf of IPRI	Public Register for use by anyone with an interest in a relevant industrial premise.	No
Food Safety	Food Safety Premises files	Food Business Operators / Pubic (complainants)	FBO / Officers / Public	Names, addresses, telephone numbers, emails, officers' comments and opinions	Yes. Racial and ethnic origin, previous offences, physical and mental health	unlikely but possible; data obtained from parent	Manual (also FLARE)	Legislation requires	No	No	The food premises register is available to members of the public on request ie name and address of food business and type of food business; we also receive requests from external enforcement bodies for information i.e. Home Office, PSNI, Land and property services; we also receive FOI requests in relation to this information. Information shared with FSA in line with statutory COP	Yes; data more than 7 years old disposed of on a rolling programme except for legal notices, prosecutions

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Food Safety	FSA communications relating solely to Belfast including food alerts/incidents, FHRS upload of data and notification of successful prosecutions	Food Business Operators (FBOs) Public	FSA/Food businesses	Name, address, telephone numbers, emails, medical information,	Racial or ethnic, physical and mental health, complinace data	rarely - obtained by external intelligence sources	Both	Legislative Purposes	No.	No	FSA No but statutory COP	Yes - as per premises files
Food Safety	Projects includng nutrition/caloriewise	FBOs and their staff	Premises files/FLARE/Food businesses	Name, address, telephone numbers, email addresses	Racial or ethnic, physical health	No	Both	Operational Purposes	No	No	Yes - FSA. No info sharing agreement in place.	No
Food Safety & Port Health	RIAMS	Council staff (NI), FSA staff, meeting minutes, agendas	NI EHO's	Name, e-mail, employer	no	no	Electronic	Operational purposes	Yes.	No	Yes. NI Councils & FSA	no
STC North	Annual Leave Records	Council Staff	ACM/ASM's	Staff name, Staff number	No	N/A	E	To maintain records of staff annual leave	N/A	N/A	N/A	No
Food Safety and Port Health	Sick books	council staff	council staff	names, working locations, details of absence including medical info	Yes	No	Paper	Operational Purposes	No	No	No	No
Food Safety and Port Health	Outlook	Public, Council staff, Elected Members.	Public, FBOs, colleagues and outside organisations	Name, address telephone number, email addresses, DOB, medical information, personal life	Yes - sexuality, physical health, racial and ethnic origin.offence	Yes - occasionally - data obtained from parents / guardians; Data only held tempoarilly on behalf of PHA	Electronic	Both consent and legislative - depending on data.	No	No	Yes - might share with PHA, FSA, other DCs	No
Food Safety and Port Health	Notices and Simple Cautions - BA folder	FBOs, staff, offences	FBOs and officers	Name, address, DOB	No	No	Paper	Legislative basis	No	No	Yes - FSA (Central Competent Authority), other enforcement authorities	No
Food Safetyand port Health	Infectious Diseases	Public - including children and relatives and guardians and contacts	PHA and individuals	Name, address, telephone numbers, emails, medical information, employer details, food histories	Yes - racial and / or ethnic origin, sexuality, physical health	Yes; data obtained from parents / guardians; Data only held tempoarilly on behalf of PHA	Both	Legisaltive Purposes	No	Yes data is processed on behalf of PHA for work carried out under MOU. MOU not specific about data handling.	Function carried out under legal authority of PHA and through MOU	No - paper copy destroyed immediately; electronic copy disposed of after 1 month
Food Safetyand port Health	PACE notebooks	FBO's, staff, offences	FBO's and staff	Names, offence details, address	alleged offences	no	Paper	Legislative basis	No	No	No	No
Former Parks Business Support	Business Support Procurement - quotation exercise	Suppliers/Contractors	Applicant submitting a quote	Name & address copy insurance certificates, copy Access NI forms	no	n/a	paper and electronic filing systems	Applicant signs a declaration on a specific form which is included in all quotation applications. Applications are not accepted unless declaration is signed.	no	no	n/a	yes reviewed annually by nominated officer within C&NS. Last review March 2017

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Former Parks Business Support	Business Support Outdoor Leisure - Pitch Booking	Public and representatives of sporting Clubs	Person submitting a booking request	Name & Address Credit Card details for tele sales payments	no	n/a	paper and electronic filing systems	Applicant signs a declaration agreeing to BCC's T&C on booking form which is mandatory for pitch bookings. Bookings are not accepted unless declaration is signed.	no	no	n/a	yes reviewed annually by nominated officer within C&NS. Last review March 2017
Former Parks Business Support	Business Support - income ad hoc Leisure bookings	Outdoor Leisure and Sports Development customers	Person submitting a booking request	Name & email address Credit Card details for tele sales payments	no	n/a	paper filing systems	Income team take payments on behalf of another department over the phone. No paper recorded are held relating to purchase other than name, email address and credit card details	no	no	n/a	yes reviewed annually by nominated officer within C&NS. Last review March 2018
Former Parks Business Support	Business Support - income ad hoc Event Bonds	Outdoor leisure Event Organisers	Person liable to pay reinstatement bond	Name & email address Credit Card details for tele sales payments	no	n/a	paper and electronic filing systems	Income team take payments on behalf of another department over the phone. No paper recorded are held relating to purchase other than name, email address and credit card details	no	no	n/a	yes reviewed annually by nominated officer within C&NS. Last review March 2019
Former Parks Business Support	Business Support - income/invoices/cr edits/refunds	Public/customers Suppliers/contractors	Department requesting Invoice/Credit/Re fund	Name & email address Credit Card details for tele sales payments	no	n/a	paper and electronic filing systems	Income team process invoices, credits and refunds on behalf of another department eg Zoo, Castle, Malone House, Parks sites. No paper records are held relating to purchase other than name, email address and credit card details	no	no	n/a	yes reviewed annually by nominated officer within C&NS. Last review March 2020
Former Parks Business Support	Business Support - Fixed Penalties	Public/customers	Park Wardens issuing Fixed Penalty for Dog Foul/Litter Offence	Name & address	no	n/a	paper and electronic filing systems	Fixed Penalty Notices administered on behalf of Enforcement Team. FPN issued under statutory enforcement powers	no	no	no	yes reviewed annually by nominated officer within C&NS. Last review March 2021
Former Parks Business Support	Business Support - Sap Vendors	Council Staff/Suppliers/ Contractors	Council Staff/Suppliers/ Contractors	Name, address, telephone number and bank details	no	no	Mixture of both	Procure to Pay Team create/amend new vendors, raise purchase orders, administer grant and legal claims in order to be processed and paid by BCC Central Transaction Unit	no	no	no	Yes - Reviewed annually by nominated officer within C&NS

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Former Parks Business Support	Business Support - payroll reports	Council Staff	Council Staff - Human Resources	Name, staff number, wages/salary details	no	no	Mixture of both	Procure to Pay Team request payroll costs from Departmental HR to enable the monthly processing of accruals and for claiming grants from external bodies with associated payroll costs	no	no	no	Yes - Reviewed annually by nominated officer within C&NS
Good Relations Unit	Service information request and responses						Both	Operational Purposes			Information held is not accessible with the exception of formal responses by letter or email to FOIs, complaints or requests for service information and events.	
Good Relations Unit	Information concerning unit staff: Personal Development Programmes (PDPs), attendance / sick book information and payroll information and reports.						Both held in manual files and also on unit's shared drive.	Day to day operations of Unit and staff.				
Good Relations Unit	Mailing Lists						Both	Operational Purposes			Information is held only for internal Council / GRU usage.	
Good Relations Unit	Grant Information						Both	Operational Purposes			Information held by GRU not available to external individuals or organisations - exception if requested by FOI or auditing purposes.	
STC South	Annual Leave Records	Council Staff	ACM/ASM's	Staff name, Staff number	No	N/A	E	To maintain records of staff annual leave	N/A	N/A	N/A	No. Historical records held at Charlotte Street unsecure storage area.
STC West	Annual Leave Records	Council Staff	ACM/ASM's	Staff name, Staff number	No	N/A	E	To maintain records of staff annual leave	N/A	N/A	N/A	No

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STC Central	Attendance Records. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, Medical or dental appointment times, Training durations, durations of periods off.	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M - Jun 1998 until Dec 2016, Electronic only since.	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No, historical records held from Jun 1998 until Dec 2016.
STC East	Attendance Records. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, Medical or dental appointment times, Training durations, durations of periods off.	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M - Jun 1998 until Dec 2016, Electronic only since.	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	no
STC North	Attendance Records. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, Medical or dental appointment times, Training durations, durations of periods off.	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	E	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No
STC South	Attendance Records. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, Medical or dental appointment times, Training durations, durations of periods off.	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M - Jun 1998 until Dec 2016, Electronic only since.	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No, historical records held from Jun 1998 until Dec 2016.
STC West	Attendance Records. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, Medical or dental appointment times, Training durations, durations of periods off.	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M - Jun 1998 until Dec 2016, Electronic only since.	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No
STC Central	CCTV	Council Staff, Contractors, MOP,	Dunbar Street loop CCTV systems	Individual persons imagery	No	N/A	E	safety of council staff/premises	N/A	N/A	N/A	No, closed loop system rewrites after a period of time.
STC East	CCTV	Council Staff, Contractors, MOP,	Charlotte Street and Garron Crescent closed loop CCTV systems	Individual persons imagery	No	N/A	E		N/A	N/A	N/A	No, closed loop system rewrites after a period of time.

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HES Business Support	Flare NOU - Notice Update	Client (rate payer) BCC staff elected member, offender	Received by various channels through to Business Support or by proactive / reactive work completed by Env Health Officers	Name and address	Alleged commission of offence	N/A	Both	Legislation requires	N/A	N/A	Held for officer use	Under review by DSB have asked Sinead Fitzell for update
HES Business Support	Flare NAU	Client (rate payer) BCC staff elected member, offender	Received by various channels through to Business Support or by proactive / reactive work completed by Env Health Officers	Name, address and email address, employment status	Employement status	N/A	Both	Operational Purposes	N/A	N/A	used for proof of life from other statutory bodies ie police etc	Under review by DSB have asked Sinead Fitzell for update
HES Business Support	Flare ANU - Accident notification update	Client (rate payer) BCC staff elected member, offender	Received by various channels through to Business Support	Name and address. Specifically for ANU we have details of who notified and who sustained the injury	Employment status and injury suustained	N/A	Both	Operational Purposes	N/A	N/A	Mainly for Business admin produced monthly performance reports.	Under review by DSB have asked Sinead Fitzell for update
STC North	CCTV	Council Staff, Contractors, MOP,	Agnes St and Alexandra Park closed loop CCTV systems	Individual persons imagery	No	N/A	E		N/A	N/A	N/A	No, closed loop system rewrites after a period of time.
STC South	CCTV	Council Staff, Contractors, MOP,	Charlotte Street and Garron Crescent closed loop CCTV systems	Individual persons imagery	No	N/A	E		N/A	N/A	N/A	No, closed loop system rewrites after a period of time.
HES Business Support	Epic	Planning applicant	uplaoded to Epic by DOE	Name and address of applicant	N/A	N/A	Both	Operational Purposes	N/A	Manage data on behalf od DOE NI	shared with BCC by infrastructure NI	DOE own Epic, but once applicatinons are put on Civica it would fall under BCC retention policy as above
HES Directorate Support	Cycle 2 Work Scheme	Staff	staff	Names, Addresses	N	N	M	Necessary for Contract	N	N	Y No Info ShareCycle2 Work Scheme	Y
HES Directorate Support	Oil Stamps Scheme	Client/customers	Client/customers	Names, Addresses	N	N	M	Necessary for Contract	N	N	N	Y

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HES OHSAS Group	OHSAS Health and Safety Paperwork/ Records. Minutes of meetings/risk assessments	Staff, Contractors, Members of public if injured or involved in incident	Data obtained directly from staff or contractors appointed by and working with and for BCC. MOP should they be involved in an accident or incident	Name, addresses, personal information related to accidents and incidents. Medical data in realtion to injury and also in relation to maternity risk assessments.	Yes - there is personal infomration in relation to addresses and also injuries sustained as a result of accidents. Medical data held including pregnancy Ras, RA for disability etc	No	Both	Operational Purposes	No	No	info used from time to time by external auditors who visit us to award HnS accreditation	No
STC West	CCTV	Council Staff, Contractors, MOP,	Kennedy Way and Springfield Ave closed loop CCTV systems	Individual persons imagery	No	N/A	E		N/A	N/A	N/A	No, closed loop system rewrites after a period of time.
Transport	CCTV footage of activities around fuel station at Duncrue Depot	Employees & visitors	Camera footage	Records moving pictures but no sound	No	No	Electronic	Public task to reduce fraudulent activity and improve safety of staff	No	No	No	Yes - data is overwritten after several weeks
Leisure Development Unit	Boxing Strategy Club Outreach Monitoring forms	Customers - Boxing Club Details -	Boxing Club Represenatives	Name, contact number, email address, position within org, Details of outreach sessions (dates times venue), names of coaches, coaches qualifications etc	n/a	n/a	Mixture	I don't know	n/a	no	no	n/a
Leisure Development Unit	Belfast boxing club contacts	Customers - Boxing Club Contacts	Club Represenatives	Name, contact number, email address, position within org,	n/a	n/a	Electronic	Consent (as far as I am aware)	No	No	No	n/a
Leisure Development Unit	Stadium Community Benefits Initiative (SCBI) - Walking Football Register	Customer (SCBI Walking Football Participant)	Individual Participant	Name, contact number (of some participants), dates attended walking football sessions	n/a (but may need to obtain health data at later date)	n/a	Electronic	Consent	n/a	n/a	n/a	n/a

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Leisure Development Unit	Stadium Community Benefits Initiative (SCBI) - Master contact Database	Club contacts, schools and community organisations	From completion and submission of baseline survey, pre-SCBI commencing. From individual contacting BCC regarding getting involved in BCC programme, From SCBI partner IFA asking contact to be added to the database	Name, contact number, email address, position within org,	No	No	electronic - Excel sheet	Consent for contacts obtained from baseline. Not sure about other contacts	Yes It was managed by external consultant and a data processor agreement was signed on 2nd Feb 2017 Email sent on 25 July 2017 to remind consultant leading on survey consultation to delete databases following completion of baseline report.	no	no	no
Leisure Development Unit	Female and Disability Football Club Database	Customers / club contacts	IFA FA Foundation (Publically available PDF contact sheet)	Club name, Main club contact, email address and mobile number	no	n/a	electronic PDF	I don't know	n/a	n/a	n/a	n/a
Leisure Development Unit	NI Walking Football Database	Customers / club contacts	Anne Ross (BCC Belfast Health Dev. Unit). Anne chairs Walking Football Steering Group that BCC sports dev. sit on.	Club Venue, Main club contact name, contact number and email address	no	n/a	electronic (Word Doc)	I don't know	n/a	n/a	n/a	n/a
Leisure Development Unit	Stadium Community Benefits Initiative (waiting list for SCBI funded coach education)	Customers / Partners - club contacts	Club contacts who have been asked to be added to the SCBI funded coach education list	Name of Individual, Club and phone number	no	no	Electronic - Word Document	Consent	none	n/a	n/a	n/a
Leisure Development Unit	Stadium Community Benefits Initiative (SCBI) Baseline Respondents	Baseline Respondents including represenatives from football clubs, community organisations and schools	From completion and submission of baseline survey, pre-SCBI commencing.	Name, contact number, email address, position within org, club current ctructure (no. of coaches and coaching levels, club/school aspirations etc)	no	no	electronic - Excel sheet	Consent	Yes It was managed by external consultant and a data processor agreement was signed on 2nd Feb 2017 Email sent on 25 July 2017 to remind consultant leading on survey consultation to delete databases following completion of baseline report	No	no	no
Leisure Development Unit	Everybody active strand 1	Delivery partners including national sports governing bodies and a community organisation	From submission of application to be part of programme	Name, contact number, email address, position within org	No	N/A	Excel sheet and hard copy on file in application form		No		No	Not yet, programme still live

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Leisure Development Unit	Partner Agreements	Delvery Partners and members details - Access NI number / Safeguarding details / Partner contact details	Partner information share	Club contact details - names / emails / contacts. Names of coaches Access NI ref / Safeguarding ref	No	No	Mixed	Consent	No	No	No	No
Leisure Development Unit	Sports Forum	Club contacts	Club share	Name, contact number, email address, position within org	No	No	Mixed	Consent	No	No	No	No
Leisure Development Unit	Clubmark	Club Contacts	Club share	Name, contact number, email address, position within org	No	No	Mixed	Consent	No	No	No	No
Leisure Development Unit	Everybody active strand 4	Delivery partners including national sports governing bodies and a community organisation	Application forms	Club contacts name, telephone, e-mail, club project title, scores of applications, amounts awarded, amount of payments	Yes, some information regarding religion of members (generalisation) and if members have a disability or not (relating to the KPI's)	No	Mixed	Consent	NO	No	No	No
Leisure Development Unit	Sportsdevelopment strCommunity 1	Contact details - Sports Clubs, Community Groups, Governing Bodies	various- funding applications, direct contact, request to clubs for up to date contacts	Name, contact number, email address, position within org	No	No	Electronic	Consent	No	No	No	No
Leisure Development Unit	Support for sport	Funding application forms, funding report forms	Submission from clubs via application forms.	Club contacts name, telephone, e-mail, club project title, scores of applications, amounts awarded, amount of payments	No	No	Paper	Consent	No	No	No	Yes Reviewed 2017 - required to hold financial info for 9 years post award.
Leisure Development Unit	Cross Country	School and Athletic club contacts	Details from entry forms from previous years	Name of Principal and PE Coordinator, email of school and PE coordinator, address of school	N	N	M	Consent	N	N	N	N
Leisure Development Unit	Coach Education	Club Contacts	Signing up to participate in courses	Name, contact number, email address, position within org	N	N	E	Consent	N	N	N	N
Leisure Development Unit	Sporting Halloween	Club Contacts	Signing up for funding to run a programme.	Name, contact number, email address, position within org	N	N	E	Consent	N	N	N	N

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Leisure Development Unit	Sports Awards	Club, community & individual sports people	Nomination submitted	Name, contact number, home address, email address, achievemments in sport	Y - disability category included in nomination. Type of disability not requested.	Y	M	Consent	N	N	N	N
Transport	CCTV footage of activities around fuel station at Duncrue Depot	Employees & visitors	Camera footage	Records moving pictures but no sound	No	No	E	Public task to reduce fraudulent activity and improve safety of staff	No	No	No	Yes - data is overwritten after several weeks
Off Street Car Parking	Public liability issues	Insurance / Accident Claims	Public / Staff / Contractor Claimants	Names, addresses, telephone numbers, emails, officers' comments and opinions	Yes. This would be dependant on the nature of the claim - Previous health complaints or type of injury	Unlikely but possible; data could be obtained from the responsible parent / guardian	Mixed	Legislation requires	N	N	Could be requested by citizens and their representatives when contesting a claim	Yes; data more than 7 years old that is held by the Car Parking Unit to be disposed of on a rolling programme
Off Street Car Parking	Sick/absence books	Council staff	Council staff	Names/work locations/details of absence including medical information	Yes	No	Locally by OSCP unit in paper format. Electronic information held by HR.	Operational purposes	No	No	No	No
Transport	CCTV footage of Cleansing Offices at Duncrue	Employees and visitors	Camera footage	Records moving pictures but no sound	No	No	Electronic	Public task to reduce fraudulent activity and improve safety of staff	No	No	No	Yes - data is overwritten after several weeks
Off Street Car Parking	Season Ticket sales	Details of those persons/organisations that have purchased Season Tickets	Dfl and its subcontractors	Names, addresses, telephone numbers.	No	No	Mixed	Operational purposes	Data processing managed by DFI and its subcontractors under the terms and contions of the Agency Agreement between Belfast City Council and Dfl- Section 5.	No	No	DFfl has a retention and disposal document in place and depending on te nature of the records held, data can be reviewed quarterly or annually and records are bmanitained of when data is disposed of.

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Off Street Car Parking	Freedom of Information (FOI)	Requests for information	Off Street Car Parking Unit	Names, addresses, email addresses telephone numbers of requestors.	No	No	E	Legislation requires	No	No	No	Council disposal and retention policy on FOIs
Off Street Car Parking	Miscellaneous correspondance via email	Correspondance - names addresses, email addresses, telephone numbers etc.	BCC and those it corresponds with	names addresses, email addresses, telephone numbers, meeting invites,FOIs minutes of meetings etc.	No	No	Mixed	Operational purposes	No	No	No	Council disposal and retention policy
Off Street Car Parking	Premises files transferred from Dfl	Correspondance - names addresses, email addresses, telephone numbers, requests for use,	Dfl	Miscellaneous correspondance - names addresses, email addresses, telephone numbers, requests for use, legal correspondence etc.	No	No	Mixed	Operational	No	No	No	Council disposal and retention policy
Off Street Car Parking	Records and minutes of meetings	BCC Council staff with Dfl staff, other Council staff (not BCC), other stakeholders	BCC Council staff with Dfl staff, other Council staff (not BCC), other stakeholders	Names, contact details, minutes of meetings, agendas	No	No	Mixed	Operational purposes	No	No	Yes - Minutes are shared with attendees	No
Open Spaces & Active Living (OS&AL) Unit	Allotment application forms. Function - administration & allocation of allotments by Outdoor Leisure	Customers	Customers - Plotholders & Names on Waiting Lists	Name, address, contact number, email address	No	N/A	Both paper & electronic	Consent - completion of form	No	No	No	No
Open Spaces & Active Living (OS&AL) Unit	Requests to hold events, wedding photography, bowling in parks - Function - management of Outdoor Leisure	Customers	Customers	Name, address, contact number, email address, insurance details.	No	N/A	Both paper & electronic	Consent - completion of forms & other documents	No	No	No	No
Open Spaces & Active Living (OS&AL) Unit	Customers, contractors, traders Function - Parks Events	Customers, traders, contractors, societies	Customers, traders, contractors, societies	Name, address, contact number, email address, insurance details.	No	N/A	Both paper & electronic	Contract - quotation documentation. Consent - completion of forms & other documents	No	No	No	No
Open Spaces & Active Living (OS&AL) Unit	Funding Applications. Function - Parks Events Small Grants Scheme	Community Groups	Community Groups	CGU funding application forms - details of group i.e. names, addresses, bank details etc	CGU funding application forms	N/A	Both paper & electronic	CGU funding application forms	No	No	No	No
Open Spaces & Active Living (OS&AL) Unit	Landowners. Function - Management of Public Rights of Way (PROW)	Landowners	Landowners & Land Registry	Name, address, maps, title deeds	No	No	Both paper & electronic	Access to the Countryside (NI) Order 1983	No	No	No	No

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Pest Control	Pest, request for service	Business Requests	Business Requests Pest Control Services	Name, address, phone number of business	NO	NO	Electronic and hard copy file					Yes
Pest Control	Pest Control Unit uses the data to meet the appointments made for our customers	Pest Control staff would have access to personal data for all our customers on Flare and Stffhub. I would have data for my staff and for a number of Eleced members on my Council mobile phone. Pest Control staff would have access to data for suppliers via Interlink. There is CCTV at this location. It does not record any sound, only pictures. It is used soley for security of staff at this site. Only I have access to the recorder.	The data on Flare and Staffhub was obtained from the customer. The data for my staff and the Elected members was obtained from them personally.	The personal data for our customers would include names, phone numbers and addresses. The data I hold for my staff include names, addreses and phone numbers along with minutes of meetings they have attended in relation to sickness and disciplne. The data I hold for Elected members are phone numbers.	It does not contain any sensative data.	It does not contain any data for children under 13 years.	All the data Pest Control staff have access to is contained on electronic systems.	I and my staff do not process any data for our customers. I only copy the data already processed to facilitate our appointment procedures. The data I have for my staff and Elected mebers was given by consent.	N/A	N/A	No	Not for the data pest Control staff use.
Port Health	Port Health Live Computer system	Importers, Agents, Manufacturers	Shipping manifests & follow up phone calls, inspection of containers	Names, addresses, phone nos.emails	yes. Compliance data	No	Both	Legislative basis and Operational Purposes	No	No	No	No
Port Health	TRACES: web-based veterinarian certification tool used by the European Union for controlling the import and export of foods and live animals	Importers, Manufacturers.Agents	TRACES site	Names, Addresses	No	No	Both	Legislation requires	Yes. Managed by EU with restricted access	No	EU border control points. Information controlled by TRACES	No
Port Health	Shipping information	Ships Crew	Ship inspections	Crew names	Nationality, Health conditions,	No	Manual	Operational Purposes	No	No	No	No
Transport	CCTV footage of Cleansing Offices at Duncrue	Employees and visitors	Camera footage	Records moving pictures but no sound	No	No	E	Public task to reduce fraudulent activity and improve safety of staff	No	No	No	Yes - data is overwritten after several weeks
Transport	CCTV footage of vehicle entrance to Duncrue Depot	Employees and visitors	Camera footage	Records moving pictures but no sound	No	No	Electronic	Public task to reduce fraudulent activity	No	No	No	Unknown
Transport	CCTV footage of vehicle entrance to Duncrue Depot	Employees and visitors	Camera footage	Records moving pictures but no sound	No	No	E	Public task to reduce fraudulent activity	No	No	No	Unknown
STC Central	Clockwise	Council Staff	Council Staff	Staff name, staff number	No	N/A	E	Payroll		N/A	N/A	No

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STC East	Clockwise	Council Staff	Council Staff	Staff name, staff number	No	N/A	E	Payroll		N/A	N/A	No
STC North	Clockwise	Council Staff	Council Staff	Staff name, staff number	No	N/A	E	Payroll		N/A	N/A	No
STC South	Clockwise	Council Staff	Council Staff	Staff name, staff number	No	N/A	E	Payroll		N/A	N/A	No
STC West	Clockwise	Council Staff	Council Staff	Staff name, staff number	No	N/A	E	Payroll		N/A	N/A	No
STC Central	Complaints	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC East	Complaints	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC North	Complaints	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC South	Complaints	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC West	Complaints	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
WM Business Support	Complaints/FOI responses	Public	Complainant/Enquirer	Name, address, enquiries/complaints	no	no	Electronic	Operational Purposes	No	No	No	No
STC Central	Compliments	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC East	Compliments	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC North	Compliments	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC South	Compliments	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no
STC West	Compliments	MOP, Elected Members, staff members in relation to Street Cleansing	MOP, Elected Members, staff members	Name, phone number, email address, address.	No	N/A	E	Public Task	Yes - Cleansing Call Centre or direct email to ACM/ASM's	N/A	N/A	no

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Belfast Castle	Contact Details for Bookings at our premises	Client / Customers	Client / Customers	Name, address, Telephone Number and Email Address	No	No	M	Consent, Verbal by making a booking and signatures for confirmed bookings	No	No	Y - Amadeus Ltd (Part of the NEC Group)	Y - Every Seven Years, No Record Kept
Malone House	Contact Details for Bookings at our premises	Client / Customers	Client / Customers	Name, address, Telephone Number and Email Address	No	No	M	Consent, Verbal by making a booking and signatures for confirmed bookings	No	No	Y - Amadeus Ltd (Part of the NEC Group)	Y - Every Seven Years, No Record Kept
HES Business Support	Cosmetic Treatments Register	Client, Suppliers	Received by various channels through to Business Support	Business name, address, proprietor	N/A	N/A	Electronic	Legislation requires	N/A	N/A	Members of the public, to obtain lists of premises registered with the council or to find out if an individual business is registered with the council	in line with corporate retention and disposal policy
STC Central	Council Work Phone	Council Staff, customers, Contractors, Elected Members,	ACM/ASM's	Name, Phone number, email address	No	N/A	E		N/A	N/A	N/A	No
STC East	Council Work Phone	Council Staff, customers, Contractors, Elected Members,	ACM/ASM's	Name, Phone number, email address	No	N/A	E		N/A	N/A	N/A	No
STC North	Council Work Phone	Council Staff, customers, Contractors, Elected Members,	ACM/ASM's	Name, Phone number, email address	No	N/A	E		N/A	N/A	N/A	No
STC South	Council Work Phone	Council Staff, customers, Contractors, Elected Members,	ACM/ASM's	Name, Phone number, email address	No	N/A	E		N/A	N/A	N/A	No
STC West	Council Work Phone	Council Staff, customers, Contractors, Elected Members,	ACM/ASM's	Name, Phone number, email address	No	N/A	E		N/A	N/A	N/A	No
STC Central	CRM's	MOP	MOP	Name, phone number, email address, address	No	N/A	E	Public Task	Yes - Cleansing Call Centre	N/A	N/A	no
STC East	CRM's	MOP	MOP	Name, phone number, email address, address	No	N/A	E	Public Task	Yes - Cleansing Call Centre	N/A	N/A	no
STC North	CRM's	MOP	MOP	Name, phone number, email address, address	No	N/A	E	Public Task	Yes - Cleansing Call Centre	N/A	N/A	no
STC South	CRM's	MOP	MOP	Name, phone number, email address, address	No	N/A	E	Public Task	Yes - Cleansing Call Centre	N/A	N/A	no

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STC East	Daily Information Record	Council Staff	ACM/ASM's	Staff name, routes covered	No	N/A	E	Record of who was driving which vehicle on a given day	N/A	N/A	N/A	no
STC West	CRM's	MOP	MOP	Name, phone number, email address, address	No	N/A	E	Public Task	Yes - Cleansing Call Centre	N/A	N/A	no
WM Business Support	Customer Record Management	Customer/Public	Customer	Name, address, enquiries/complaints	no	no	Electronic	Operational Purposes	No	No		No
STC Central	Daily planning sheet. Staff allocation to Street Cleansing Route	Council Staff	ACM/ASM's	Staff Names	No	N/A	M	Necessity for contract to assign work to individuals	N/A	N/A	N/A	No, current locally held paper copies go back as far as October 2005
STC East	Daily planning sheet. Staff allocation to Street Cleansing Route	Council Staff	ACM/ASM's	Staff Names	No	N/A	M	Necessity for contract to assign work to individuals	N/A	N/A	N/A	No
STC North	Daily planning sheet. Staff allocation to Street Cleansing Route	Council Staff	ACM/ASM's	Staff Names	No	N/A	M	Necessity for contract to assign work to individuals	N/A	N/A	N/A	No
STC South	Daily planning sheet. Staff allocation to Street Cleansing Route	Council Staff	ACM/ASM's	Staff Names	No	N/A	M	Necessity for contract to assign work to individuals	N/A	N/A	N/A	No, current locally held paper copies go back as far as October 2005
STC West	Daily planning sheet. Staff allocation to Street Cleansing Route	Council Staff	ACM/ASM's	Staff Names	No	N/A	M	Necessity for contract to assign work to individuals	N/A	N/A	N/A	No Records held
STC Central	Driver Fuel Records	Council Staff	Council Drivers	Staff name	No	N/A	M	Administrative accounting	N/A	N/A	N/A	Held at Dunbar Street Depot then passed to Business support.

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STC East	Driver Fuel Records	Council Staff	Council Drivers	Staff name	No	N/A	M	Administrative accounting	N/A	N/A	N/A	Held at Prince Regent Road then passed to Business support.
STC North	Driver Fuel Records	Council Staff	Council Drivers	Staff name	No	N/A	M	Administrative accounting	N/A	N/A	N/A	Held at Agnes Street/Alexandra Park then passed to Business support.
STC South	Driver Fuel Records	Council Staff	Council Drivers	Staff name	No	N/A	M	Administrative accounting	N/A	N/A	N/A	Held at Charlotte Street/Garron Crescent then passed to Business support.
STC West	Driver Fuel Records	Council Staff	Council Drivers	Staff name	No	N/A	M	Administrative accounting	N/A	N/A	N/A	No
STC Central	Driver Licencing. 6 monthly validity check of drivers licences.	Council Staff	ACM/ASM's	Staff name, Staff number, driving licence categories, endorsements	Yes - commission of driving offences	N/A	P	Legislative to ensure that staff are legal to operate council vehicles	N/A	N/A	N/A	No
STC East	Driver Licencing. 6 monthly validity check of drivers licences.	Council Staff	ACM/ASM's	Staff name, Staff number, driving licence categories, endorsements	Yes - commission of driving offences	N/A	P	Legislative to ensure that staff are legal to operate council vehicles	N/A	N/A	N/A	No
STC North	Driver Licencing. 6 monthly validity check of drivers licences.	Council Staff	ACM/ASM's	Staff name, Staff number, driving licence categories, endorsements	Yes - commission of driving offences	N/A	P	Legislative to ensure that staff are legal to operate council vehicles	N/A	N/A	N/A	No
STC South	Driver Licencing. 6 monthly validity check of drivers licences.	Council Staff	ACM/ASM's	Staff name, Staff number, driving licence categories, endorsements	Yes - commission of driving offences	N/A	P	Legislative to ensure that staff are legal to operate council vehicles	N/A	N/A	N/A	No
STC West	Driver Licencing. 6 monthly validity check of drivers licences.	Council Staff	ACM/ASM's	Staff name, Staff number, driving licence categories, endorsements	Yes - commission of driving offences	N/A	P	Legislative to ensure that staff are legal to operate council vehicles	N/A	N/A	N/A	No
STC Central	Email	Council Staff, MOP, Elected Members,	Council Staff, MOP, Elected Members,	Name, phone number, email address	Yes - Trade Union membership	N/A	E	Legitimate interest to keep records of requests, meetings, requests made/completed	N/A	N/A	N/A	No
STC East	Email	Council Staff, MOP, Elected Members,	Council Staff, MOP, Elected Members,	Name, phone number, email address	Yes - Trade Union membership	N/A	E	Legitimate interest to keep records of requests, meetings, requests made/completed	N/A	N/A	N/A	No
STC North	Email	Council Staff, MOP, Elected Members,	Council Staff, MOP, Elected Members,	Name, phone number, email address	Yes - Trade Union membership	N/A	E	Legitimate interest to keep records of requests, meetings, requests made/completed	N/A	N/A	N/A	No

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STC South	Email	Council Staff, MOP, Elected Members,	Council Staff, MOP, Elected Members,	Name, phone number, email address	Yes - Trade Union membership	N/A	E	Legitimate interest to keep records of requests, meetings, requests made/completed	N/A	N/A	N/A	No
STC West	Email	Council Staff, MOP, Elected Members,	Council Staff, MOP, Elected Members,	Name, phone number, email address	Yes - Trade Union membership	N/A	E	Legitimate interest to keep records of requests, meetings, requests made/completed	N/A	N/A	N/A	No
STC Central	Enforcement Witness Statements	Members of Public (MOP)	ACM/ASM's	Name, Address, images of information found, Statements of items found.	No	N/A	E	Article 20/21	N/A	N/A	N/A	records only held locally from 2016
STC East	Enforcement Witness Statements	Members of Public (MOP)	ACM/ASM's	Name, Address, images of information found, Statements of items found.	No	N/A	E	Article 20/21	N/A	N/A	N/A	no
STC South	Enforcement Witness Statements	Members of Public (MOP)	ACM/ASM's	Name, Address, images of information found, Statements of items found.	No	N/A	E	Article 20/21	N/A	N/A	N/A	records only held locally from 2016
STC West	Enforcement Witness Statements	Members of Public (MOP)	ACM/ASM's	Name, Address, images of information found, Statements of items found.	No	N/A	E	Article 20/21	N/A	N/A	N/A	NO
CRU (DM)	Expression of Interest - Contact information - (Name and Tel number) Matching Individuals with services	Public	Public	Identity (name) contact details	No	No	Mixed (Email & Paper stored in desk drawer)	Via Consent - no signature	No	No	Internally shared only	No
CRU (DM)	Expression of Interest - Contact information - (Name and Tel number) Matching Individuals with services	Public	Public	Identity (name) contact details	No	No	Mixed (Email & Paper stored in desk drawer)	Via Consent - no signature	No	No	Internally shared only	No
CRU (JF)	Expression of Interest - Contact information - (Name of lead person, group address) organising group exercise sessions	Public	Public	Identity (name) contact details	No	No	Electronic (computer)	Via Consent - Signature obtained. Privacy Notice included on expression of interest form.	No	No	No	No

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CRU (JF)	Expression of Interest - Contact information - (Name of lead person, group address) organising group exercise sessions	Public	Public	Identity (name) contact details	No	No	Electronic (computer)	Via Consent - Signature obtained. Privacy Notice included on expression of interest form.	No	No	No	No
CRU (ST)	Expression of Interest (Communnitry dingy sailing)- Contact information - (Name of person, address) organising group	Public	Public	Identity (name) contact details DOB Medical details	Yes Medical information	Yes Parental consent	Mixed (Email & Paper stored in locked desk drawer)	Via Consent - Signature obtained. Privacy Notice included on expression of interest form.	No	No	Yes Information shared with Belfast Lough Sailability (Facilitators) no aggrement in place	No
CRU (ST)	Expression of Interest (Communnitry dingy sailing)- Contact information - (Name of person, address) organising group	Public	Public	Identity (name) contact details DOB Medical details	Yes Medical information	Yes Parental consent	Mixed (Email & Paper stored in locked desk drawer)	Via Consent - Signature obtained. Privacy Notice included on expression of interest form.	No	No	Yes Information shared with Belfast Lough Sailability (Facilitators) no aggrement in place	No
CRU (ST)	Expression of Interest (Tall Ships)- Contact information - (Name of person, address) organising group	Public	Public	Identity (name) contact details DOB	No	No Parental consent for U18	Mixed (Email & Paper stored in locked desk drawer)	Via Consent - Signature obtained. Privacy Notice included on expression of interest form.	No	No	Yes Information shaired with Sail Training Ireland (Dublin) for purpose of vessel booking form to be supplied to person	No
CRU (ST)	Expression of Interest (Tall Ships)- Contact information - (Name of person, address) organising group	Public	Public	Identity (name) contact details DOB	No	No Parental consent for U18	Mixed (Email & Paper stored in locked desk drawer)	Via Consent - Signature obtained. Privacy Notice included on expression of interest form.	No	No	Yes Information shaired with Sail Training Ireland (Dublin) for purpose of vessel booking form to be supplied to person	No
Health and Safety	Fixed Penalty Spreadsheets and fixed penalty notices files	Proprietors and sellers	Officers	Business name Name, Address	yes	no	Both	Operational Purposes	No	No	No	yes
HES Business Support	Flare SRU	Client (rate payer), complainant, BCC staff elected member, offender	Received by various channels through to Business Support	Depending on Type of SR, name, address	Alleged commission of offence	N/A	Both	Operational Purposes	N/A	N/A	Can be used in information sharing agreements, FOI's, service performance (how many service requests received and % within target).	Under review by DSB have asked Sinead Fitzell for update
STC Central	Footwear declarations	Council Staff	Council Staff	Staff name, staff number	No	N/A	P	Legitimate interest to maintain records of use and wear and tear	N/A	N/A	N/A	No
STC East	Footwear declarations	Council Staff	Council Staff	Staff name, staff number	No	N/A	P	Legitimate interest to maintain records of use and wear and tear	N/A	N/A	N/A	No
STC North	Footwear declarations	Council Staff	Council Staff	Staff name, staff number	No	N/A	P	Legitimate interest to maintain records of use and wear and tear	N/A	N/A	N/A	No

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STC South	Footwear declarations	Council Staff	Council Staff	Staff name, staff number	No	N/A	P	Legitimate interest to maintain records of use and wear and tear	N/A	N/A	N/A	No
STC West	Footwear declarations	Council Staff	Council Staff	Staff name, staff number	No	N/A	P	Legitimate interest to maintain records of use and wear and tear	N/A	N/A	N/A	No
STC Central	GPS - Speeding reports etc.	Council Staff	Masternaught	at present no personal information, however it is intended to have named persons in data base	No	N/A	E	Enhance planning, deployment saety and management of council fleet	N/A	N/A	N/A	NO
STC East	GPS - Speeding reports etc.	Council Staff	Masternaught	at present no personal information, however it is intended to have named persons in data base	No	N/A	E					
STC North	GPS - Speeding reports etc.	Council Staff	Masternaught	at present no personal information, however it is intended to have named persons in data base	No	N/A	E					
STC South	GPS - Speeding reports etc.	Council Staff	Masternaught	at present no personal information, however it is intended to have named persons in data base	No	N/A	E					
STC West	GPS - Speeding reports etc.	Council Staff	Report form HR and Masternaught	at present no personal information, however it is intended to have named persons in data base	No	N/A	E					NO
C&NS Human Resources	Incident forms	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
STC Central	Incident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	No	Possible dependant on incident type, but none currently held	E		Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC East	Incident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	No	Possible dependant on incident type, but none currently held	E		Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No

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STC North	Incident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	No	Possible dependant on incident type, but none currently held	E		Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC South	Incident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	No	Possible dependant on incident type, but none currently held	E		Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC West	Incident forms	Council Staff, Agency Staff, MOP.	Council Staff, Agency Staff, MOP.	Staff Name, Staff number, home address, witness statements.	No	Possible dependant on incident type, but none currently held	E		Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
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
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

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Health and Safety	Invoicing Department of Justice (DOJ) for MSER and Fireworks inspections	Customer (applicant), Council staff, DOJ staff.	DOJ and applicant	Identity (name, address)	N	N	Both	Operational Purposes	N	Y. An SLA exists with DOJ but no Data processor agreement.	Department of Justice use the information to pay BCC for inspections undertaken by BCC staff	6 years, not recorded.
STC Central	Observation sheets	Council Staff	ACM/ASM's	Staff Name	No	N/A	M	Productivity Reassurance/accounta bility	N/A	N/A	N/A	No
STC East	Observation sheets	Council Staff	ACM/ASM's	Staff Name	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC North	Observation sheets	Council Staff	ACM/ASM's	Staff Name	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC South	Observation sheets	Council Staff	ACM/ASM's	Staff Name	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC West	Observation sheets	Council Staff	ACM/ASM's	Staff Name	No	N/A	M	Productivity Reassurance	N/A	N/A	N/A	No
STC Central	Overtime Records. Recording of staff who work overtime and hours accrued	Council Staff	ACM/ASM's	Staff name, routes covered and hours worked	No	N/A	E	To maintain records to show fairness of dividing of overtime	N/A	N/A	N/A	records from 2010
STC North	Overtime Records. Recording of staff who work overtime and hours accrued	Council Staff	ACM/ASM's	Staff name, routes covered and hours worked	No	N/A	E	To maintain records to show fairness of dividing of overtime	N/A	N/A	N/A	No-File kept in ASM Office Agnes Street
STC South	Overtime Records. Recording of staff who work overtime and hours accrued	Council Staff	ACM/ASM's	Staff name, routes covered and hours worked	No	N/A	E	To maintain records to show fairness of dividing of overtime	N/A	N/A	N/A	Files have only been created in Jun 2017
STC West	Overtime Records. Recording of staff who work overtime and hours accrued	Council Staff	ACM/ASM's	Staff name, routes covered and hours worked	No	N/A	E	To maintain records to show fairness of dividing of overtime	N/A	N/A	N/A	No

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STC Central	PDP/IPM's	Council Staff	Council staff	staff name and number	No	N/A	P		Yes - copies sent to Cleansing HR.	N/A	N/A	unknown
STC East	PDP/IPM's	Council Staff	Council staff	staff name and number	No	N/A	P		Yes - copies sent to Cleansing HR.	N/A	N/A	unknown
STC North	PDP/IPM's	Council Staff	Council staff	staff name and number	No	N/A	P		Yes - copies sent to Cleansing HR.	N/A	N/A	unknown
STC South	PDP/IPM's	Council Staff	Council staff	staff name and number	No	N/A	P		Yes - copies sent to Cleansing HR.	N/A	N/A	unknown
STC West	PDP/IPM's	Council Staff	Council staff	staff name and number	No	N/A	P		Yes - copies sent to Cleansing HR.	N/A	N/A	unknown
STC Central	Personnel Files - diary entries	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number	Yes - summary of offences that may lead to disciplinary action being taken	N/A	E	effective service delivery and council policy/procedures	N/A	N/A	N/A	No
STC East	Personnel Files - diary entries	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number	Yes - summary of offences that may lead to disciplinary action being taken	N/A	E		N/A	N/A	N/A	No
STC North	Personnel Files - diary entries	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number	Yes - summary of offences that may lead to disciplinary action being taken	N/A	E		N/A	N/A	N/A	No
STC South	Personnel Files - diary entries	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number	Yes - summary of offences that may lead to disciplinary action being taken	N/A	E		N/A	N/A	N/A	No
STC West	Personnel Files - diary entries	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number	Yes - summary of offences that may lead to disciplinary action being taken	N/A	E		N/A	N/A	N/A	No

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STC Central	Personnel Files - disciplinary	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number, Staff address, comments and opinions on investigations / outcomes	Yes - Membership of a Trade Union.	N/A	M	Breach of Contract - consent received while conducting meeting(s) with individual(s).	N/A	N/A	N/A	Unknown
STC East	Personnel Files - disciplinary	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number, Staff address, comments and opinions on investigations / outcomes	Yes - Membership of a Trade Union.	N/A	M	Breach of Contract - consent received while conducting meeting(s) with individual(s).	N/A	N/A	N/A	Unknown
STC North	Personnel Files - disciplinary	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number, Staff address, comments and opinions on investigations / outcomes	Yes - Membership of a Trade Union.	N/A	M	Breach of Contract - consent received while conducting meeting(s) with individual(s).	N/A	N/A	N/A	Unknown
STC South	Personnel Files - disciplinary	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number, Staff address, comments and opinions on investigations / outcomes	Yes - Membership of a Trade Union.	N/A	M	Breach of Contract - consent received while conducting meeting(s) with individual(s).	N/A	N/A	N/A	Unknown
STC West	Personnel Files - disciplinary	Council Staff, Agency Staff	ACM/ASM's	Staff name, Staff number, Staff address, comments and opinions on investigations / outcomes	Yes - Membership of a Trade Union.	N/A	M	Breach of Contract - consent received while conducting meeting(s) with individual(s).	N/A	N/A	N/A	Unknown
Health and Safety	Register of relevant health and safety notices	Proprietors	Officers	Business name Name, Address	yes	no	Manual	Legislation requires	No	No	If by request members of the public can view the information	yes
STC Central	Sickness book	Council Staff	Council Staff	Name, Address, Staff number, Illness	Yes - physical/mental health	N/A	P	Consent given by signing of forms when giving completing forms	Hardcopy sent to Cleansing HR then forwarded to Payroll Dept.	N/A	N/A	No
STC East	Sickness book	Council Staff	Council Staff	Name, Address, Staff number, Illness	Yes - physical/mental health	N/A	P	Consent given by signing of forms when giving completing forms	Hardcopy sent to Cleansing HR then forwarded to Payroll Dept.	N/A	N/A	No

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STC North	Sickness book	Council Staff	Council Staff	Name, Address, Staff number, Illness	Yes - physical/mental health	N/A	P	Consent given by signing of forms when giving completing forms	Hardcopy sent to Cleansing HR then forwarded to Payroll Dept.	N/A	N/A	No
STC South	Sickness book	Council Staff	Council Staff	Name, Address, Staff number, Illness	Yes - physical/mental health	N/A	P	Consent given by signing of forms when giving completing forms	Hardcopy sent to Cleansing HR then forwarded to Payroll Dept.	N/A	N/A	No
STC West	Sickness book	Council Staff	Council Staff	Name, Address, Staff number, Illness	Yes - physical/mental health	N/A	P	Consent given by signing of forms when giving completing forms	Hardcopy sent to Cleansing HR then forwarded to Payroll Dept.	N/A	N/A	No
Food Safety and Port Health	Staff records	council staff	council staff	names, performance data / competency assessments / quality monitoring records/authorisations/personal risk assessments/DSE	Yes health and performance information	No	Manual and electronic	Operational Purposes	No	No	No	No
Off Street Car Parking	Staff records	Council staff	Council staff	PDP/DSE assessments/Officer compliance - time keeping-unauthorised absences/ staff parking permits	No	No	hard copy and electronic	Operational purposes	No	No	No	No
STC Central	Swipe and clocking information	Council Staff	ACM/ASM's	Full name, Medical/Dental appointments, Bereavement, absence reasons	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Processed under consent for payroll purposes	N/A	N/A	N/A	No, current locally held paper copies go back as far as August 2006
STC East	Swipe and clocking information	Council Staff	ACM/ASM's	Full name, Medical/Dental appointments, Bereavement	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Processed under consent for payroll purposes	N/A	N/A	N/A	no

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STC North	Swipe and clocking information	Council Staff	ACM/ASM's	Full name, Medical/Dental appointments, Bereavement	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Processed under consent for payroll purposes	N/A	N/A	N/A	No
STC South	Swipe and clocking information	Council Staff	ACM/ASM's	Full name, Medical/Dental appointments, Bereavement	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Processed under consent for payroll purposes	N/A	N/A	N/A	No, current locally held paper copies go back as far as August 2006
STC West	Swipe and clocking information	Council Staff	ACM/ASM's	Full name, Medical/Dental appointments, Bereavement	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Processed under consent for payroll purposes	N/A	N/A	N/A	No, current locally held paper copies go back as far as August 2006
STC Central	Timesheets. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, staff number	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No, historical records held from Jun 1998 until Dec 2016.
STC East	Timesheets. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, staff number	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	no
STC North	Timesheets. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, staff number	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No

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STC South	Timesheets. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, staff number	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	No, historical records held from Jun 1998 until Dec 2016.
STC West	Timesheets. Attendance of staff on a daily basis of being in work, holiday, absent, training reasons	Council Staff	ACM/ASM's	Staff name, staff number	No. Although information is inserted to indicate medical appointments, the reason is not included.	N/A	M	Necessity to manage and monitor holiday use, absence rates	N/A	N/A	N/A	NO
Health and safety	Tobacco Register for NI	Proprietors and sellers	Officers	Business name Name, Address	yes	No	Both	Other	No	Yes. An SLA exists with DOH but no Data processor agreement.	Both partner organisation (other Councils, Department of Health, PHA) and the public to see who sells tobacco.	6 years, not recorded.
C&NS Human Resources	Training records	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N
STC Central	Training Records	Council Staff, Agency Staff	Central Team Leaders	Staff name, Staff number	No	N/A	P	Personnel Records, staff sign the relevant training sheet to agree sufficient training.	Yes - copies sent to Cleansing HR and Training officer to be placed onto central register. Unknown if an agreement is in place.	N/A	N/A	No
STC East	Training Records	Council Staff, Agency Staff	East vehicle trainers, departmental training trainers	Staff name, Staff number	No	N/A	P	Personnel Records, staff sign the relevant training sheet to agree sufficient training.	Yes - copies sent to Cleansing HR and Training officer to be placed onto central register. Unknown if an agreement is in place.	N/A	N/A	No
STC North	Training Records	Council Staff, Agency Staff	North vehicle trainers, departmental training trainers	Staff name, Staff number	No	N/A	P	Personnel Records, staff sign the relevant training sheet to agree sufficient training.	Yes - copies sent to Cleansing HR and Training officer to be placed onto central register. Unknown if an agreement is in place.	N/A	N/A	No
STC South	Training Records	Council Staff, Agency Staff	South vehicle trainers, departmental training trainers	Staff name, Staff number	No	N/A	P	Personnel Records, staff sign the relevant training sheet to agree sufficient training.	Yes - copies sent to Cleansing HR and Training officer to be placed onto central register. Unknown if an agreement is in place.	N/A	N/A	No

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STC West	Training Records	Council Staff, Agency Staff	West vehicle trainers, departmental training trainers	Staff name, Staff number	No	N/A	P	Personnel Records, staff sign the relevant training sheet to agree sufficient training.	Yes - copies sent to Cleansing HR and Training officer to be placed onto central register. Unknown if an agreement is in place.	N/A	N/A	No
CRU (BM & ST)	Training request external Capacity training	Public	Public	Identity (name) Organisation	No	No	Email	No	No	No	No	No
CRU (BM & ST)	Training request external Capacity training	Public	Public	Identity (name) Organisation	No	No	Email	No	No	No	No	No
CRU (ST, BM & TM)	Training request internal / external Keeping Safe training	Public and staff	BCC and (Partner Belfast Trust)	Identity (name) Organisation	No	No	Mixed (Email & Paper stored in locked desk drawer)	Processed by Belfast Trust	No	No	Yes Belfast Trust no aggrement in place	No
CRU (ST, BM & TM)	Training request internal / external Keeping Safe training	Public and staff	BCC and (Partner Belfast Trust)	Identity (name) Organisation	No	No	Mixed (Email & Paper stored in locked desk drawer)	Processed by Belfast Trust	No	No	Yes Belfast Trust no aggrement in place	No
STC Central	Vehicle Log books	Council Staff	Council Drivers	Staff name	No	N/A	P	Legislative - drivers are to ensure vehicle is task and road worthy	N/A	N/A	N/A	No
STC East	Vehicle Log books	Council Staff	Council Drivers	Staff name	No	N/A	P	Legislative - drivers are to ensure vehicle is task and road worthy	N/A	N/A	N/A	No
STC North	Vehicle Log books	Council Staff	Council Drivers	Staff name	No	N/A	P	Legislative - drivers are to ensure vehicle is task and road worthy	N/A	N/A	N/A	No
STC South	Vehicle Log books	Council Staff	Council Drivers	Staff name	No	N/A	P	Legislative - drivers are to ensure vehicle is task and road worthy	N/A	N/A	N/A	No
Transport	Daily Task Sheet that allocates drivers to vehicles and routes	Employees	Self created	Names, vehicles and routes	No	No	P	Public task	No	No	No	Yes - every two years. No records kept as it is a roliong 2 years of data
Transport	Transport & Priority Waste Nominal Roll used in various rolls to plan and record activities	Employees	Self created	Names and staff numbers	No	No	E & P	Public task	No	No	No	Yes - regularly amended to reflect current employees. Paper copies destroyed after use.

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Transport	Driving Licence Check Sheets showing licence categories and validity dates	Employees	Individual driving licences	Names, driving licence number and Driver CPC card number	No	No	P	Legal requirement to check driver has valid category of licence, and annual requirement for Insurance Company Consent	No	No	No	Yes - annually to reflect current drivers.
Transport	Individual Performance Management and Personal Development Plans	Employees	Employees	Names and staff numbers	No	No	P		No	No	No	Yes - old documents disposed of annually when new documents are generated
Transport	Personal Files	Employees	Self created	Various info relevant to performance, discipline or accounting.	Yes - cumulation on personel information	No	P	Public task necessary to record inform on employee in relation to history, performance and accounting.	No	No	No	Yes - files regularly weeded with non relevant documents destroyed
Transport	Overweight Vehicle Records	Employees	Self created	Names	No	No	E & P	Legal - action to reduce offences	No	No	No	Data held for 5 years to identify long term trends
Transport	Minutes of meetings	Attendees & identifies TU reps	Chair of respective meeting	Names	Yes - identifies TU reps	No	E & P	Public task	No	No	No	Yes - retained for 3 years before being deleted
Transport	Vehicle Log Books to record checks on vehicles and faults	Employees	Self created	Names	No	No	P	Legal requirement to retain for 15 months, but 24 months because public document	No	No	No	Yes - disposed of after 2 years
Transport	CCTV Vehicle Camera Recordings on activities around selected RCVs	Employees and members of public	Camera footage	Records moving pictures but no sound	No	Yes No permission required as it is public land and footage used for protection of employees	E	Public task to aid safety of staff	No	No	No - only on request to law enforcement agencies when requested	Yes - data is overwritten after several weeks
STC West	Vehicle Log books	Council Staff	Council Drivers	Staff name	No	N/A	P	Legislative - drivers are to ensure vehicle is task and road worthy	N/A	N/A	N/A	No
C&NS Human Resources	Work related violence forms	Employees only	Employee, Occupational Health, Employee Counselling, Trade Union, Corporate HR, Payroll, DRD	Staff information	Yes/ medical information, disciplinary and grievance details,	No	M/Filing system and electronic system	Consent	No	No	Yes but no agreement in place	N

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STC Central	Work Related Violence forms	Council Staff, Agency Staff, MOP	Council Staff, Agency Staff, MOP.	Name, Address, Images of area, Age, Sex, statements of incidents	Yes - physical/mental health	Possible dependant on accident type, but none currently held	E	Consent given by signing of forms when giving statements	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
Transport	Transport & Priority Waste Swipe Sheets which records working hours and activities	Employees	Business Support	Name & staff numbers	No	No	E & P	Public task	No	No	No	E - retained for 2 years before being deleted P - destroyed after 6 months
Transport	Agency Swipe Cards to use on Traka cabinet to access vehicle keys	Agency staff	Self created	Name recorded against card number	No	No	P	Public task	No	No	No	No - historical records kept in the event of historical enquiries on vehicle use
Transport	Traka Key Cabinet to hold, secure vehicle keys and traka removal and returns	Employee and Agency staff	Self created	Names, fleet and vehicle registration numbers	No	No	E	Public task	No	No	No	Yes - information self deletes after 12 months
Transport	Training records to record training of TPW staff	Employees and Agency staff	Self created	Names and stff numbers	No	No	E	Public task to ensure staff are trained for relevant tasks	No	No	No	Yes - information is continually updated
Transport	Driver CPC records to ensure drivers CPC remains in date	Employees	Self created	Names, staff nos, CPC qualification card nos	No	No	E	Public tasks to ensure drivers qualification remains valid	No	No	No	Yes - continually updated as drivers complete modules of training
Transport	Sickness records to manage sickness	Employees	Self created	Names, staff nos	Yes - may contain confidential medical details	No	P	Public task to manage sickness	No	No	No	Yes - sickness books retained for 2 years before disposal
Transport	Equipment issue cards to record equipment issued to each employee	Employees	Self created	Names & staff nos	No	No	P	Public task to control issue of stores	No	No	No	Yes - records weeded regularly to delete those no longer in employment
Ulster Wildlife on behalf of Open Spaces & Active Living (OS&AL) Unit	Parental Consent Forms for children attending the Parklife Saturday clubs (ParkLife Education Programme)	Customers - Children, relatives/guardians	Parents/guardians of children participating in the Saturday Club	Parental Consent Form :- name of child, name, address & contact details of parent/guardian, additional adult contact name/number. Medical information of child.	Yes, possibly medical information such as allergies etc.	Yes - although privacy notice being reviewed as not 100% compliant	Both paper & electronic	Consent - parental signature on Consent Form. Forms are being reviewed	No	No, Ulster Wildlife is obtaining/managing this information as part of the contract for the delivery of the Council's ParkLife Education Programme	Yes, Ulster Wildlife obtain and manage as part of the ParkLife Education Programme - limited informed shared with BCC i.e. photos There is not a specific data sharing agreement in place but confidentiality clause in contract.	Not currently but is in the process of being set up

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Waste Collection	Accident and incident reports	Belfast City Council Waste Collection employees, agency staff and members of the public	BCC HR Section	Names, staff numbers. May possibly contain names and addresses of members of the public, if they were involved in an accident or incident with BCC staff or agency staff.	Yes - may contain details pertaining to employees physical and mental health.	No	Mixed: Paper and electronic	Public task to keep a record of accidents and incidents	No	No	No	Yes - Information is continuously updated
Waste Collection	Staff telephone numbers	Belfast City Council Waste Collection employees and agency staff	By Consent	Name and contact telephone numbers	Yes - the personal telephone numbers of BCC Waste Collection employees and agency staff.	No	Electronic	Public task to ensure staff are contactable throughout the working day.	No	No	No	Yes - Information is continuously updated
Waste Collection	Elected member telephone numbers	Contact telephone numbers of BCC elected members	By Consent & published on BCC Documentation	Name and contact telephone numbers	Yes in some cases. While most elected numbers publicise their contact information on the BCC website, which is accessible to the public, some do not.	No	Electronic	Public task to ensure a good line of communication with elected members	No	No	No	Yes - Information is continuously updated
Waste Collection	Squad files which contain a record of routes, assisted lifts, missed bins, complaints and quality monitoring for each individual waste collections squad as well as any written communication between the managers and their squads.	Belfast City Council Waste Collection employees, agency staff commercial customers and members of the public	BCC Systems	Name and contact telephone numbers of some domestic and commercial customers (e.g. those who have made corporate complaints)	Yes - Names and addresses of members of the public and commercial customers.	No	Paper	Public task to ensure managers keep an accurate record of all issues associated with their squads e.g. missed bin collections, assisted lifts, corporate complaints and written communication between the manager and their squads.	No	No	No	Yes - Information is continuously updated
Waste Collection	Customer Information (Domestic and Commercial)	Commerical and Domestic BCC customers	Commerical and Domestic BCC customers by consent by ringing BCC or taking a Commercial Contract Agreement	Names, addresses and telephone numbers of domestic and commercial customers. Also discloses whether a customer is in receipt of an Assisted Lift.	Yes - Names, addresses and telephone numbers of domestic and commercial customers. Also discloses whether a customer is in receipt of an Assisted Lift which may be an indication of a medical condition/disability.	No	Mixed: Paper and electronic	Public task to ensure an accurate record is kept of customer service requests, complaints and anyone who is receipt of an Assisted Lift.	No	No	No	Yes - Information is continuously updated

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Waste Collection	Training records to record training of Waste Collection staff	Belfast City Council Waste Collection Employees and agency staff	By Consent	Names and stff numbers	No	No	Electronic	Public task to ensure staff are trained for relevant tasks	No	No	No	Yes - Information is continuously updated
Waste Collection	Waste Collection Weekly Planner	Belfast City Council Waste Collection Employees and agency staff	By Consent	Names, staff numbers and squads of BCC Waste Collection and agency staff	No	No	Mixed: Paper and electronic	Public task to ensure all Waste Collection routes are covered and that all holidays, sickness and other absence are covered.	No	No	No	Yes - Information is continuously updated.
Waste Collection	Waste Collection swipe sheets which records working hours and activities	Belfast City Council Waste Collection Employees and agency staff	BCC Process	Names, staff numbers and squads of BCC Waste Collection and agency staff	No	No	Electronic	Public task to ensure staff are paid correctly and that all annual leave and other absences are accurately recorded.	No	No	No	Yes - Information is continuously updated.
WM Business Support	Letter Database	All	Letter writer	Name, address, enquiries/complai nts	No	No	Electronic	Strategic Purpose	No	No	No	No
STC East	Work Related Violence forms	Council Staff, Agency Staff, MOP	Council Staff, Agency Staff, MOP.	Name, Address, Images of area, Age, Sex, statements of incidents	Yes - physical/mental health	Possible dependant on accident type, but none currently held	E	Consent given by signing of forms when giving statements	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
STC North	Work Related Violence forms	Council Staff, Agency Staff, MOP	Council Staff, Agency Staff, MOP.	Name, Address, Images of area, Age, Sex, statements of incidents	Yes - physical/mental health	Possible dependant on accident type, but none currently held	E	Consent given by signing of forms when giving statements	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
WM Business Support	Order Reports	Customer/Public	Customer	Name, address, enquiries/complai nts	no	no	Electronic	Operational Purposes	No	No	Data sent to Contractors for processing of orders	No
WM Business Support	Service Requests	Customer/Public	Customer	Name, address, enquiries/complai nts	no	no	Electronic	Operational Purposes	No	No	reports issued to Contractors for action	No

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WM Business Support	Weighbridge Dockets	Contractors	Generated at Weighbridge site	Name, vehicle data	No	No	Manual	Operational Purposes	No	No	NILAS for the purposes of reporting against EU driven Targets	No
WM Business Support	Landfill Dockets	Contractors	Generated at Landfill site	Name, vehicle data	No	No	Manual	Legislation requires	No	No	A copy is also kept by weighbridge operator and haulier	No
WM Business Support	Waste Transfer Station tonnage	Contractors, Council operators	Weighbridge system at Waste Transfer station	Name, vehicle data	No	No	Electronic	Other	No	No	May be reviewed as part of NIEA audit- as permitted by legislation	No
STC South	Work Related Violence forms	Council Staff, Agency Staff, MOP	Council Staff, Agency Staff, MOP.	Name, Address, Images of area, Age, Sex, statements of incidents	Yes - physical/mental health	Possible dependant on accident type, but none currently held	E	Consent given by signing of forms when giving statements	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No
WM Contracts & Operations	Contractor Information	Contractors	Contractors - monthly returns and email	Name, business details	No	No	Both	Legislation requires	No	No	The Department of agriculture, environment and rural affairs (DEARA) use the information to reconcile information from final destination sites with information supplied by Belfast City Council. The information held is audited annually by DEARA.	Yes - reiviewed periodically
WM Contracts & Operations	Abandon Vehicles	Public	Information comes from local residents, PSNI, Cllrs and NAFN (can access keeper details)	Name, address, vehilces details	No	No	Both	Legislation requires	No	No	Used by NAFN and DVLNI to audit the processes and practices annually	Yes - after 3 years
WM Projects	Apartments assessments						Electronic	Operational Purposes				
STC West	Work Related Violence forms	Council Staff, Agency Staff, MOP	Council Staff, Agency Staff, MOP.	Name, Address, Images of area, Age, Sex, statements of incidents	Yes - physical/mental health	Possible dependant on accident type, but none currently held	E	Consent given by signing of forms when giving statements	Electronic and Hard copy sent to HR and Health and Safety for processing.	N/A	N/A	No

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OSCP	Penalty Charge Notices	Number of PCN's issued and details of those owners issued with PCNs	NSL/DVLA/driver s	Names, addresses, telephone numbers, emails,	yes parking offences	No	Mixed	Legislation requires	Data processing with regard to Penalty Charge Notices is managed by DFI and its subcontractors under the terms and contions of the Agency Agreement between Belfast City Council and Dfl- Section 5.	No	No	DFfl has a retention and disposal document in place and depending on te nature of the records held, data can be reviewed quarterly or annually and records are bmanitained of when data is disposed of.
Parks East	Parks& Cemetery Services	Staff	Staff	Mobile Phone Numbers	N	N	E	Consent	N	N	N	N
Parks East	Parks& Cemetery Services	Community Stakeholders	Group & Club secretaries	Contact Details	N	N	E	Consent	N	N	N	N
Parks East	Parks& Cemetery Services	Elected Members	Individuals	Contact Details	N	N	E	Consent	N	N	N	N
Parks East	Parks& Cemetery Services	PSNI	Individual PSNI Officers	Contact Details	N	N	E	Consent	N	N	N	N
Parks East	Parks& Cemetery Services	Customers	Complainants	Contact Details	N	N	E	Consent / legislative	N	N	N	N
Parks West	Parks& Cemetery Services	Staff	Staff	Mobile Phone Numbers	N	N	E	Consent	N	N	N	N
Parks West	Parks& Cemetery Services	Community Stakeholders	Group & Club secretaries	Contact Details	N	N	E	Consent	N	N	N	N
Parks West	Parks& Cemetery Services	Elected Members	Individuals	Contact Details	N	N	E	Consent	N	N	N	N
Parks West	Parks& Cemetery Services	PSNI	Individual PSNI Officers	Contact Details	N	N	E	Consent	N	N	N	N
Parks West	Parks& Cemetery Services	Customers	Complainants	Contact Details	N	N	E	Consent / legislative	N	N	N	N
Parks North	Parks& Cemetery Services	Staff	Staff	Mobile Phone Numbers	N	N	E	Consent	N	N	N	N
Parks North	Parks& Cemetery Services	Community Stakeholders	Group & Club secretaries	Contact Details	N	N	E	Consent	N	N	N	N
Parks North	Parks& Cemetery Services	Elected Members	Individuals	Contact Details	N	N	E	Consent	N	N	N	N
Parks North	Parks& Cemetery Services	PSNI	Individual PSNI Officers	Contact Details	N	N	E	Consent	N	N	N	N
Parks North	Parks& Cemetery Services	Customers	Complainants	Contact Details	N	N	E	Consent / legislative	N	N	N	N
Parks South	Parks& Cemetery Services	Staff	Staff	Mobile Phone Numbers	N	N	E	Consent	N	N	N	N
Parks South	Parks& Cemetery Services	Community Stakeholders	Group & Club secretaries	Contact Details	N	N	E	Consent	N	N	N	N
Parks South	Parks& Cemetery Services	Elected Members	Individuals	Contact Details	N	N	E	Consent	N	N	N	N
Parks South	Parks& Cemetery Services	PSNI	Individual PSNI Officers	Contact Details	N	N	E	Consent	N	N	N	N
Parks South	Parks& Cemetery Services	Customers	Complainants	Contact Details	N	N	E	Consent / legislative	N	N	N	N

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COMMUNITY SAFETY	Incident Logs WUA	Members of the Public	Safer Neighbourhood Officers, Alcohol Enforcement Officers, University staff,ASB Officers and Safer City Coordinators	Names, addresses, DOB and comment on incident to which the details relate.	Yes - details of a personal nature and relating to a potential breach of Byelaws or crime.	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Mixed and including an officers Police and Criminal Evidence Notebook which is an accountable document	Legislation requires	NO	No however there two information sharing protocols in place between QUB, UUU.	Queens University Belfast Ulster University Jordanstown	NO
COMMUNITY SAFETY	Neighbourhood Watch (NHW)	Members of the Public	Project Officer with responsibility for this work.	NHW Coordinators applicant details, mailing lists	YES -Name, addresses and contact details both of NHW Coordinators and those on each of the schemes mailing lists.	NO	Secure electronic file and secure cupboard for hard copies of applications. CJSM secure email system.	Operational Purposes	NO	Partnership with DOJ and Police. Internal handling protocol in place.	DOJ and Police	NO
COMMUNITY SAFETY	Independent P/DPCSP Members details	Members of the Public appointed tot eh P/DPCSP as Independent Members	Safer City Coordinators, Unit and Assistant Unit Managers, Project support officers	Contact details including mailing address,car details and telephone numbers	Kept as mailing lists for each respective partnership (P/DPCSP's)	NO	Secure electronic file with limited access.	Operational Purposes	NO	NO	NO	NO
COMMUNITY SAFETY	Elected Members details	Elected Members	Safer City Coordinators, Unit and Assistant Unit Managers, Project support officers, ASB Officers and Project Officers.	Contact details including mailing address,car details and telephone numbers	Kept as mailing lists for each respective partnership (DPCSP's) as well as other Elected Members details for the purp[ose of sharing information	NO	Secure electronic file with limited access.	Operational Purposes	NO	NO	NO	NO
COMMUNITY SAFETY	Projects	Community Groups, Statutory Groups and other groups such as churches	Safer City Coordinators, Unit and Assistant Unit Managers, Project support officers, ASB Officers and Project Officers.	Contact details including mailing address and telephone numbers	Personal information relating to appcant groups andwhich includes banking details and group membership details. Specific project details including amounts of money sought and rationales around why.	NO	Electronic file and Hard copy (Mix)	Operational and planning Purposes	NO	NO	NO	NO
COMMUNITY SAFETY	Body Camera Imagery	Members of the Public	Safer Neighbourhood Officers, Alcohol Enforcement Officers, University staff,ASB Officers and Safer City Coordinators	Imagery which includes member of the publics answers to questions posed and which will include personal details and answers (under caution) posed in relation to breaches of Byelaws and other legislation.	Yes - details of a personal nature and will include answers to questions posed under caution and which relate to crimes or breaches of Byelaws	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Electronic	Legislation requirement	NO	NO	Used (if appropriate) by the police in the lawful follow up of a crime or for the purpose of identify a crimes perpetrator.	NO

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COMMUNITY SAFETY	ASB FORUMS X2 SOUTH / EAST AND NORTH /WEST	Members of the Public	ASB Officers	Details of offenders as part of the ASBO process and for the purpose of managing offenders through a partnership approach	Details of offenders as part of the ASBO process and for the purpose of managing offenders through a partnership approach. Sharing of information relating to individuals and may include personal details as well as offending detail and offending habits	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Both	Legislation requirement	NO	NO	As per the existing protocol used by those detailed in Q13	NO
COMMUNITY SAFETY	WRV Incidents / Accidents	Staff	All unit staff	Details of incidents including locations, times and possible information realting to an individual	Yes possible in formation on individuals involved in incident	Possibly but unlikely	Both	Consent and as per worplace legislation as well as council policy	NO	NO	NO with the exception of the involvment of police due to a criminal act and as a means of investigating same.	NO
COMMUNITY SAFETY	Freedom Of Information Requests	Staff, Members of the public, elected members	All Unit Staff produced in response to request	Identity (name, address images) Personal life(family-lifestyle) including comments and opinions recorded about individuals	Yes but very much dependent on the nature of the request	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Both	Information released through information request established protocol and as per legislative requirements	NO	NO	NO	NO
COMMUNITY SAFETY	CCTV Footage	Safer City Coordinators, ASB Officers and Unit Manager/Assistant Manager	Eventsec through contract (current one ends Feb 18 and new contractor may be appointed) with council (Community Safety Unit)	CCTV captured imagery through use of mobile CCTV vehicle	Imagery that may be used as a means of following up potential crimes and may be presented in court	NO	Electronic	Information released through information request established protocol	Yes and Yes	NO	Yes - If requested by poolice and then using existing protocol.	YES kept for 30 days
COMMUNITY SAFETY	Statements of Evidence	Police, Alcohol Enforment staff (council employees) and other Unit staff such as the Safer Neighbourhood Officers	Safer City Coordinators, Unit and Assistant Unit Managers, Project support officers, ASB Officers	Statements relating to incidents which council has responsibility for prosecuting such as breaches of alcohol Byelaws for the purpose of progressing through the court process	Yes - details of a personal nature and will include answers to questions posed under caution and which relate to crimes or breaches of Byelaws	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Manual	Legislation requirement	NO	NO	Yes - Police and in a court of law if required.	NO

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COMMUNITY SAFETY	Policie And Criminal Evidence Notebooks (PACE Notebooks)	Members of the Public	Safer Neighbourhood Officers, Alcohol Enforcement Officers, University staff,ASB Officers and Safer City Coordinators	Details of an incident or incidents that will potentially include personal information of an individual.	Yes - details of a personal nature and will include answers to questions posed under caution and which relate to crimes or breaches of Byelaws	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Manual	Legislation requires	NO	NO	Yes - Police and in a court of law if required.	NO
COMMUNITY SAFETY	Service Requests via FLARE system and linked to ASB	Members of the Public	ASB Officers, Safer Neighbourhood Officers	Complaint details and may include personal details of the complainant and the person or persons complained about.	Details of a complaint which may be specific to a person or area.	YES - Parental consent is not required as it relates to a crime or breach of byelaws.	Both	Other	NO		Held for officer use and may be shared through the auspices of the ASB Forum if appropriate and utilising existing information sharing protocols.	No