

Description of the personal data			How the personal data is held and size								Retention	
Personal data owner	Description / name of the processing	Categories of Data Subjects	Source of the data	Categories of Personal Data	Does it contain Sensitive Personal Data (Y/N) If Yes, include brief details)	Does the data relate to children under 13 years (Y/N) Do you need or have have parental consent to hold this data.	Is the personal data only held in paper format, electronic format or mixed format P - Paper E - Electronic M - Mixed	On what basis are you processing the data. Via consent or Via a legislative basis.	Is this personal data managed by a Data Processor on your behalf ? (Y/N) If Yes, do you have a Data Processor agreement in place.	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor agreement is on place	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
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Development	Paper Filing	Contacts	Directly from External Contacts	Contains name, work address, email	No	No	P	Consent	No	No	No	Yes

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European Unit	Contacts database for China/India/US A stakeholder groups	Councillors, staff, city stakeholders from education, tourism, business and culture sectors	Directly from individuals named on database	Name, Address Email, Telephone	No	No	Electronic system	Consent	No	No	No	No

Belfast City Council Personal Data Audit Register

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Markets Unit	St Georges market traders database - a list of traders permanently trading at St Georges Market on Fridays, Saturdays and Sundays	Clients - Traders who rent pitches from BCC at St George's Market	Data was obtained from traders	Contains name, home address, email address, telephone numbers and images of products	Yes - private details - home address	No	M	Via consent	No	No	No	No - if a trader leaves they are taken off the database - Business Support carry this out.
Markets Unit	St Georges Market Tenants database - list of tenants in the units at St George's Market	Clients - Tenants who rent permanent units at St George's Market	Tenants	Name,home address, business address, email address, telephone and financial information.	Yes - private details - home address and financial details	No	M	Via consent	No	No	No	No - if a tenant leaves they are taken off the databse
Markets Unit	Smithfield market database - List of tenants occupying units at Smithfield Market	Clients - Tenants who rent permanent units at Smithfield Market	Tenants	Name,home address, business address, email address, telephone and financial information.	Yes- private details and financial details	No	M	Via consent	No	No	No	No - if a tenant leave they are taken off the database.
Markets Unit	St George's Market Customer Mailing List	Customers	Data was obtained from competitions at St George's - those who entered were asked if they were interested in being placed on a customer email list to receive information about St George's Market - Events and Activities. Only those who agreed by ticking a box were placed on the list.	Contains name and email address.	No	No	E	Asking customers to tick a box on a competition entry form and agree to receive information about St George's	No	No	No	No but If someone asks to be removed from the list then we do that.
Markets Unit	Data held on those who have applied for Market licences	Clients	Application Forms	Contains name , business address, email address and contact telephone numbers	No	No	P	Clients fill out an application form	No	No	No	No
Markets Unit	Data held on those who have applied to Hire St George's Market for an event	Clients	Hire Forms	Contains name, business address and telephone numbers	No	No	P	Clients fill out an application form and Hire form	No	No	No	No

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Economic Development Unit	City Start Up Programme	Client / Customers, Public	Enterprise NI, Go For It CRM	Title, Name, Business Name, Address, Postcode, Email's 1 and 2, Telephone No's 1 and 2, Code, Opt in for more Info.	N	N	E	Consent	N	Y, LCCC have this in place with ENI as lead contractor	Y, data controller agreement in place with 10 other Councils in NI and ENI. Date signed	Y
Economic Development Unit	Go For It Programme	Public, Client / Customers	Belfast City Council	Name, address, date of birth, telephone number, email address	N	N	E	Consent	N	Y, LCCC have this in place with ENI as lead contractor	Y, data controller agreement in place with 10 other Councils in NI. Date signed	Y
Economic Development Unit	Hotel Employment Academy	Public	Public who have signed up	Name, age, existing training/support programmes, Telephone Number, Email address, Postal address	N	N	M	Consent	N	Y, Lemis to allow BCC to recruit participants and track them through the academy. Date signed	Y, Lemis+, DfC, Employers. Data controller agreement with Lemis+, and in process of DfC.	Y

Economic Development Unit	Lemis+	European Social Fund Participants	Public who have signed up	Name, Date of Birth, Town/City, Postcode, Labour Market Status, Programme Start and End Date, Participant/Starter, Credit/Qualification gained, Gender, Outcomes.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	BEN & Competitive City	Client / Customers	Customers / Businesses	Title, Name, Business Name, Address, Postcode, Email's 1 and 2, Telephone No, Code.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Retail & Traders	Client / Customers	Client / Customers	Name, Business, Address, Postcode, Telephone No. Email, Code	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Go For Growth	Client / Customers	Client / Customers	Title, Name, Business Name, Address, Postcode, Telephone No's. 1&2, Email 1&2, Code, Opt in for More Info.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Creative and Digital Industries	Client / Customers	Client / Customers	Title, Name, Job Title, Business, Address, Postcode, Telephone No.1&2, Email 1&2.	N	N	E	Consent	N	N	N	Y
Economic Development Unit	Go Social	Client / Customers	Client / Customers	Title, Name, Business, Address, Postcode, Telephone Number, Email.	N	N	E	Consent	Y, Work West	N	N	Y
Economic Development Unit	Product Development Competition	Client / Customers	Client / Customers	Title, Name, Business, Address, Postcode, Telephone Number, Email.	N	N	E	Consent	Y, Ardean, Data Processor agreement is in place.	N	N	Y
Economic Development Unit	Business registration list	Client/Customers	Client / Customers	Title, Name, Business, Address, Postcode, Telephone Number, Email, details of business and support required	N	N	E	Businesses/individuals register on website for information and advice about starting or growing a business	N	N	N	Y

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Business, Research and Development (BRD)	Membership of Campus Community Forum; papers and other correspondence are issued via the CX office or, if unavailable, from BRD	Clients/Customers; Council Staff	CX office	Identity (name, work email address, employer)	N	N	E	Public task/legitimate interest; vital interests of of the data subject; consent. Organisations opted-in to the forum and provided contact names and email addresses on the basis that the work is of interest to their organisation.	N	N	N	N
Business, Research and Development (BRD)	Membership of Campus Community Forum working groups; papers and other correspondence are issued via	Clients/Customers; Council Staff	Member organisations	Identity (name, work/personal email address, employer)	N	N	E	Public task/legitimate interest; vital interests of of the data subject; consent. Organisations opted-in to the forum and provided contact names and email addresses on the basis that the work is of interest to their	N	N	N	N
Business, Research and Development (BRD)	Mailing, RSVP and attendance lists for Campus Community Forum workshop participants; papers and correspondence are issued via BRD	Clients/Customers; Council Staff	Participants; partner organisations	Identity (name, work/personal email address, employer)	N	N	E	Consent (participants were asked to provide their email address)	N	N	Yes: with UU and two community organisations. There is no information sharing agreement.	N
Business, Research and Development (BRD)	Audit of programmes and projects available to schools	Third party delivery agents	Internet	Identity (name, work contact details, employer)	N	N	E	Public task/legitimate interests: the work is being undertaken to help schools plan activities and avoid duplicating projects; all information is publicly	N	N	Yes: the audit has been shared with schools, community groups and UU. There is no	N

Business, Research and Development (BRD)	Consultant Database - to help identify potential consultants for pieces of work.	Business Consultants	Internet or provided via email	Name, work contact details (which may be home based), employer, specialist areas of work, some headlines of previous projects for the council.	N	N	E	No specific consent. Data from the internet or email details they have sent to us.	N	N	N	N
Business, Research and Development (BRD)	Internal consultation list - to invite people to respond to consultations that the department has received.	Council Staff	Taken from Outlook Address system.	Name and Email.	N	N	E	No specific consent.	N	N	N	N
Business, Research and Development (BRD) via Business	Summary of written, email and phone responses to Sunday Trading	Public	Public provided in response to the consultaiton	Name, Email, address, postcode, council area,indication of general areas of	Not directly. There is a column to indicate if they objected on	N	M & E	There was a specific 'consent button' for those who used a printed copy of the Citizen Space questionnaire. Others provided the details for the	N	N	N	N
Business, Research and Development (BRD) for EDU	Names of consultants invited to quote. Quotation sign off sheet. Scoring matrix.	Business Consultants	Internet or provided via email or via written quotation	Name, organisation, business contact details.	n	n	M	Consultants supplied information as part fo the quotation process.	n	n	n	n
Business, Research and Development (BRD)	List of agencies who may be interested in consultation events	Minority, disability and faith groups.	From the Equalities and Good Relations unit	Name, organisation and contact details for minority groups.	Y - implied faith and ethnecity of the contact	N	E	Unsure, data supplied by Equalities and Good Relations. Most of the information is publicaly available online.	N	N	N	N
Business, Research and Development (BRD)	Invite to Workshops to review Council's grant process.	Voluntary, community, arts organisations	Grants database	Name, organisarton, email	N	N	E	None	N	N	N	N
Business, Research and Development (BRD)	Attendance at Workshops to review Council's grant process.	Voluntary, community, arts organisations	Grants database	Name organisarton	N	N	E	They signed in on the day	N	N	N	N

Business, Research and Development (BRD) - for Equalities	Invite lists to the launch event for the Equality Accessible Events Policy	Voluntary, community, arts, business organisations	Various	Name, organisation, contact details	N	N	E	None	N	N	N	N
Quotation Folders	Quotation and correspondence for each quotation between £3-30K	Businesses and Sole Traders	The supplier themselves	Name, organisation, contact details, proposals, project plans, quotes	N	N	M	Consultants supplied information as part fo the quotation process.	N	N	N	N
Business, Research and Development (BRD)	European Capital of Culture bid; info such as mailing lists for events, consultees, programme submissions, contractors and quotations	Voluntary, community, arts, business organisations, Culture and Arts Organisations, Contractors	Various	Name, organisation, email	N	N	M & E	Consent, They provided it	N	N	N	N
Business, Research and Development (BRD) with EDU	Distribution list for Newsletter and updates on the Revitalise Programme	Voluntary, community, arts, business organisations	EDU unit	Name, organisarton, email	N	N	E	They have opted in for newsletter and programmes, don't mind if we contact in the future but we aren't allowed to pass these to third parties	N	N	N	N
Business, Research and Development (BRD) with EU & International	Distribution list for an evaulation of an EU&IDT programme	Business, University and Public Sector organisiations	EU&IDT team	Name, organisarton, email	N	N	E	Don't know	N	N	N	N
Business, Research and Development (BRD)	Distribution of meeting invites, project updates, general admin for the UU, community engagement around their regeneration work	Local business and community groups. Public sector and University contacts.	DfC	Name, organisation, contact details	N	N	E	DfC provided suggestions then the organisations signed up to the project	N	N	N	N

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City Events Unit	Holding data on suppliers, artists, performers, partnership organisations, etc.	Direct from suppliers, artists, performers and partnership organisations	Suppliers, artists, performers and partnership organisations	Name, address, email, work related functional information e.g. what the person does such as a singer, performer, event supplier	N/a	No	E	Consent	N	N	N	N

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T/C/H/A Unit	Visual Arts Forum email contacts	Stakeholders	from stakeholders requesting to be part of the forum or attending meetings	rep name, organisation, email contact, address, telephone number, events listings	N/A	N/A	M	Interests of the Data Subject and by Consent	No Data Processor Assigned	No	No	Data updated annually
T/C/H/A Unit	Belfast Festivals Forum email contacts	Stakeholders	from stakeholders requesting to be part of the forum or attending meetings	rep name, organisation, email contact, address, telephone number, events listings	N/A	N/A	M	Interests of the Data Subject and by Consent	No Data Processor Assigned	No	No	Data updated annually
T/C/H/A Unit	Tourism Database	Stakeholders	from Tourism Forum members who requested to sign up, collation at networking events and desk research.	rep name, organisation, email contact, address, telephone number,	N/A	N/A	M	Interests of the Data Subject and by Consent	No Data Processor Assigned	No	No	Data updated annually
T/C/H/A Unit	Project Files	organisation, stakeholders, Council Staff, Elected Members, Suppliers/	General project work	rep name, organisation, email contact, address, telephone number,	N/A	N/A	M	Interests of the Data Subject and by Consent/general working	No Data Processor Assigned	No	No	contain general project correspondence. Some are live files and others are
T/C/H/A Unit	Cultural Forum	Stakeholders, Core Multi Annual Funded clients, small grants organisations, partners.	From organisations that have applied to BCC for arts and heritage funding, key stakeholders.	rep name, organisation, email contact, address, telephone number,	N/A	N/A	m	Interests of the Data Subject and by Consent	No Data Processor Assigned	No	No	Updated throughout the year
T/C/H/A Unit	CMAF	CMAF organisations	From organisations that have applied to BCC for arts and heritage funding, key stakeholders.	Organisation name, number and website	N/A	N/A	m	By consent	No Data Processor Assigned	No	No	Every four years
T/C/H/A Unit	Small Grants and A&H	Community Festivals Fund and Arts and Heritage Fund applicants	From organisations that have applied to BCC for arts and heritage funding, key stakeholders.	Organisation name, number and website	N/A	N/A	M	By consent	No Data Processor Assigned	No	No	Updated annually

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HR Unit	Personnel Files	Council Staff	Staff	All personal detail	Yes - Sickness, Disciplinary, Trade Union, Maternity,	No	Mix	Necessary for Contract	No	No	No	Yes
HR Unit	Recruitment	Council Staff	Staff	Name, Job title & job information	No	No	Mix		No	No	No	Yes
HR Unit	Training	Council Staff	Staff	Name, staff number, job title	No	No	Mix		No	No	No	Yes
HR Unit	Agency	Agency staff	Agency	Name, job title,start information	No	No	Mix		No	No	No	Yes
HR Unit	PDP's	Council Staff	Staff	Name, job title, targets & objectives	No	No	Mix		No	No	No	Yes
HR Unit	Work Experience	School and University Students	School, University or individual	Name, address, phone number, emergency contact details, medical inforamtion, further educational establishment, disability,health information	Yes - Disability & health information	No	P	Consent	No	No	No	Yes
HR Unit	Lone Workers	Council Staff	Staff	Name, job title, home address	No	No	P	Consent	No	No	No	Yes

HR Unit	First Aid	Council Staff	Staff	Name, job title, email,	No	No	P	Consent	No	No	No	Yes
HR Unit	Reasonable Adjustments	Council Staff	Staff	Name, job title, DOB, medical issues, OH reports	Yes	No	P	Consent	No	No	No	Yes
HR Unit	Health & Safety	Council Staff	Staff	Name, job title, TU representatives	Yes - TU representatives	No	Mix	Consent	No	No	No	Yes
HR Unit	Display Screen Equipment	Council Staff	Staff	Name, job title, hours worked,	No	No	P	Consent	No	No	No	Yes
HR Unit	Empolyee Relations	Council Staff	Staff	Name, job title, address, ER issues	TU membership	No	Mix	Consent	No	No	No	Yes
HR Unit	Overtime Reports	Council Staff	Staff	Name, staff number, overtime units, cash	No	No	E		No	No	No	Yes
HR Unit	Sickness	Council Staff	Staff	Name, staff number, number of days sick	Yes - sickness	No	Mix		No	No	No	Yes
HR Unit	Clockwise	Council Staff	Staff	Name, staff number, unapproved absence, AWOL, Adjustments	No	No	Mix		No	No	No	Yes
HR Unit	Timesheets	Council Staff	Staff	Name, staff number, time sheet of times worked	No	No	P	Consent	No	No	No	Yes
HR Unit	FOI's, Enquiries, Comments, Complaints	General Public	General Public	Name, address, email, phone number,	No	No	Mix	Consent	No	No	No	Yes
HR Unit	Access NI	General Public	General Public	Name, DOB, address,	No	No	Mix	Consent	No	No	No	Yes

HR Unit	Flexible Working	Council Staff	Staff	Name, job tile	No	No	Mix	Consent	No	No	No	Yes
HR Unit	Summer Scheme	Agency staff	Agency	Name, address, phone number	No	No	Mix		No	No	No	Yes
HR Unit	Payroll	Council Staff	Staff	Name, Job title, address, bank details, NI number	No	No	Mix	Consent	No	No	No	Yes

Description of the personal data					How the personal data is held and size			Consent	Processor			Retention
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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	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	Include details of the processor and date the agreement was signed	Included details of the organisation and date the agreement was signed	List who the personal data is shared with and the date this was signed	List how often this is done, by whom and is it recorded
Finance & Systems Unit	Motor Mileage Information	Staff Members	Officers	Personal Car, Address and Insurance details	no	no	Paper	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	Summer Scheme Volunteers	Members of Public volunteering at summer scheme	Individuals	Name, Address, contact and bank details	no	no	Paper	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	St Georges Market Traders	Traders at St Georges Market	Traders via Markets unit	Name/Business name and basic payment information	no	no	M	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	Legal Payments	Payees in compensation cases	Legal Services	Name and Summary of legal judgement	no	no	Paper	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	Credit Card - Director	Director Information	Card Statements from bank	Name and address of Departmental Director	no	no	Paper	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	Mobile Phone Database	Officers	Digital Services	Phone numbers of Officers	no	no	E	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	Waterfront Hall Archive	Waterfront Hall Customers	obtained from customers at WFH/UH	Customer Names, address/contact info and sales history at WFH & UH	no	no	E	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	XN Invoice Customers	Users of halls in Community centres	Customers	Customer names and contact details	no	no	E	as per corporate procedure	no	no	no	yes
Finance & Systems Unit	Accounts Receiveable	Invoiced customers for department	Customers	customer name and contact details	no	no	Paper	as per corporate procedure	no	no	no	yes

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Central Grants Unit	Organisation & Individual contact details for grant applications	Community & Voluntary not-for-profit organisations	Applicant Organisation	Contact name, email addresses and contact numbers	This information is collected anonymously and not against individual applications	n/a	Mixture of electronic and paper filing	Signature on application form and grant award acceptance Letter of Offer	Yes, Software Developer, currently no agreement in place	No	No	N/A all data with retention dates
Central Grants Unit	Individual's contact details for grant applications	Individual athletes	Applicant Organisation	Contact name, email addresses,contact number, home address, DOB	This information is collected anonymously and not against individual applications	Confirmation required as part of the application and signed accpetance of grant award	Mixture of electronic and paper filing	Signature on application form and grant award acceptance Letter of Offer	Yes, Software Developer, currently no agreement in place	No	No	N/A all data with retention dates