Description o	f the personal d	ata		How the	personal data is held a	nd 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		agreement in	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor agreement is on place	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible	Insert a brief description of the data and the	Guardians or Others, please	from. Directly from	Identity (name, address images) Personal life(family-lifestyle) including comments and opinions recorded about individuals Contains name,	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	that was obtained and	List how the data is held e.g. Paper filing system. Electronic system (computer) or a mixture of both	is obtained. E.g. by signtaure on a	of the processor and date the agreement was	of the organistion and date the agreement was	shared with and the date this was	this is done, by
Development	Paper Filing	Contacts	External Contacts	work address, email	No	No	P	Consent	No	No	No	Yes

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)	13 years (Y/N)	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.	behalf of	with any other	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
details of the Unit responsible for the data	Insert a brief description of the data and the function of the BCC processing Contacts database for	Others, please specify Councillors, staff, city stakeholders	Insert details of who the data was obtained from.	Personal life(family-lifestyle) including comments and	health Sexual life Commissioned or alleged commission of	if parental consent is required, how that was obtained and	List how the data is held e.g. Paper filing system. Electronic system (computer) or a	relying on consent, include details of how	Include details of the processor and date the agreement was signed	details of the organistion and date the agreement	this was	List how often this is done, by whom and is it recorded
European Unit	A stakeholder groups	tourism, business and culture sectors	individuals named on database	Name, Address Email, Telephone	No	No	Electronic system	Consent	No	No	No	No

Department -Developement Unit - Markets

Belfast City Council Personal Data Audit Register

Name of Unit Manager - Clodagh Cassin

Name of Unit Mar	nager - Clodagh C	assin						Ι	Ι			
Description of the	personal data	<u> </u>			How the personal da	ta is held and size	<u> </u>	Consent	Processor	I	I	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.	another organisation? (Y/N).	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible for the data	Insert a brief description of the data and the function of the BCC		Insert details of who the data was obtained from.	Identity (name, address images) Personal life(family-lifestyle) including comments and	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		Include details of the processor and date the agreement was signed	the organistion and date the agreement	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
	Fridays, Saturdays	Clients - Traders who rent pitches from BCC at St George's Market	Data was obtained from		Yes - private details - home address	No	м	Via consent	No	No		No - if a trader leaves they are taken off the database - Business Support carry this out.
	units at St	Clients - Tenants who rent permanent units at St George's Market		financial	Yes - private details - home address and financial details	No	М	Via consent	No	No	No	No - if a tenant leaves they are taken off the databse
	Smithfield market database - List of tenants occupying units at Smithfield	Clients - Tenants who rent permanent units at Smithfield Market		Name,home address, business address, email address, telephone and financial information.	Yes- private details and financial details	No	м	Via consent	No	No		No - if a tenant leave they are taken off the database.
	St George's Market Customer Mailing		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	Contains name and email		N-		Asking customers to tick a box on a competition entry form and agree to receive information about St	N-	N-		No but If someone asks to be removed from the list then we
Markets Unit	Data held on those who have applied	Customers		address. Contains name , business address, email address and contact telephone	No	No	E	George's Clients fill out an	No	No	No	do that.
Markets Unit	for Market licences Data held on those who have applied	Clients	Application Forms		No	No	P	application form Clients fill out an	No	No	No	No
	to Hire St George's Market for an event	Clients	Hire Forms	and telephone	No	No	Р	application form and	No	No	No	No

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Description of	the personal da	ata			How the personal data	a is held and si	ze	Consent	Processor			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	Is this personal data managed by a Data Processor on your behalf? (Y/N) If Yes, do you have a Data Processor agreement in place.	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor agreement is on place	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible for	the function of	Others, please	Insert details of who	Identity (name, address images) Personal life(family- lifestyle) including comments and	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.	data is held e.g. Paper filing system. Electronic system (computer) or a	of the individual concerned is obtained. E.g. by	Include details of the processor and date the agreement was signed	Included details of the organistion and date the agreement was	personal data is shared with and the date	List how often this is done, by whom and is it recorded
Unit Economic Development	City Start Up Programme Go For It Programme	Public, Client /	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. Name, address, date of birth, telephone number, email address	N	N		Consent	N	Y, LCCC have this in place with ENI as lead contractor Y, LCCC have this in place with ENI as	Y, data controller agreement in place with 10 other Councils in NI and ENI. Date signed Y, data controller agreement in place with 10 other Councils in NI. Date signed	Y
Development	Hotel Employment Academy	1		Name, age, existing training/support programmes, Telephone Number, Email address, Postal address	N	N	м	Consent	N	allow BCC to recruit participants and track them through the academy. Date	agreement with Lemis+,	Υ

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Policy Control of Policy Contr					Name, Date of								
Recording But													
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Description of	the personal data	l 	I	<u> </u>	How the pers	onal data is held	and size	Consent	Processor	1	<u> </u>	Retention
Personal data owner	Description / name of the processing	Categories of Data Subjects	Source of the data	Categories of Personal Data	ĺ	Does the data relate to children under 13 years (Y/N) Do you need or have have parental consent to hold this data.	format P - Paper	On what basis are you processing the data. Via consent or Via a legislative basis.	Is this personal data managed by a Data Processor on your behalf? (Y/N) If Yes, do you have a Data Processor agreement in place.	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor agreement is on place	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible for the data	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 Iife(family-lifestyle) including comments and opinions recorded about individuals	1		List how the data is held e.g. Paper filing system. Electronic system	relying on consent, include	Include details of the processor and date the agreement was signed	Included details of the organistion and date the agreement was signed	personal data is shared with and the date this was	this is done, by
Business, Research and Development	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		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)	correspondence	Clients/Customers; Council Staff	Member organisations	Identity (name, work/personal email address, employer)	N	N		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)	and attendance lists for Campus Community Forum workshop participants; papers and correspondence are issued via BRD Audit of	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) Public task/legitimate interests: the work is being undertaken to help schools	N	N	res: the audit has been shared with schools,	N
Development	programmes and projects available to schools	Third party delivery agents	Internet	Identity (name, work contact details, employer)	N	N		plan activities and avoid duplicating projects; all information is publicly	N	N	community groups and UU. There is no	N

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	Internal											
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	to invite people to											
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Research and	consultations that		Taken from									
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(BRD)	has received.	Council Staff	1	Name and Email.	N	N	E	No specific consent	N	N	l _N	N
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	Workshops to	Voluntary,										
	review Council's	community, arts	1	Name								
(BRD)	grant process.	organisations	Grants database	organisartion	N	N	E	They signed in on the day	N	N	N I	N I

Development (BRD) - for	the Equality Accessible	Voluntary, community, arts, business organisations		Name, organisation, contact details	N	N	E	None	N	N	N	N
Quotation	Quotation and correspondence for each quotation between £3-30K	Businesses and Sole Traders	The supplier	Name, organisation, contact details, proposals, project plans, quotes	N	N	М	Consultants supplied information as part fo the quotation process.	N	N	N	N
Business, Research and Development	events, consultees, programme submissions, contractors and	Voluntary, community, arts, business organisations, Culture and Arts Organisations, Contractors		Name, organisartion, email	N	N	M & E	Consent, They provided it	N	N	Ν	N
Business, Research and Development (BRD) with	Distribution list for Newsletter and updates on the Revitalise	Voluntary, community, arts, business		Name, organisartion, email	N	N		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
	an EU&IDT	University and Public Sector		Name, organisartion, email	N	N	E	Don't know	N	N	N	N
Business, Research and Development	community engagement	and community groups. Public sector and University		Name, organisartion, contact details	N	N		DFC provided suggestions then the organisations signed up to the project	N	N	N	N

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Description of th	e personal data				How the personal da	ta is held and size		Consent	Processor			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)		Is the personal data only held in paper format, electronic format or mixed format P - Paper E - Electronic M - Mixed	On what basis are you processing the data. Via consent or Via a legislative basis.	Is this personal data managed by a Data Processor on your behalf? (Y/N) If Yes, do you have a Data Processor agreement in place.	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor agreement is on place	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in place	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of	Insert a brief	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Children,		Identity (name, address images) Personal life(family-lifestyle) including	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	Include details, if	List how the data is held e.g. Paper filing system.	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		Included details of	List who the personal	
the Unit	data and the	Relatives / Guardians		comments and	alleged commission		Electronic system	obtained. E.g. by	processor and date	the organistion and	data is shared with	List how often this is
responsible for	function of the BCC			·	of offences	was obtained and	(computer) or a	signtaure on a specific		date the agreement		done, by whom and
the data	Holding data on suppliers, artists, performers, partnership	Direct from suppliers, artists, performers and partnership	Suppliers, artists, performers and partnership	about individuals Name, address, email, work related functional information e.g. what the person does such as a singer, performer, event supplier	N/a	how that is held.	mixture of both	form	signed	was signed	signed	is it recorded

Description	of the personal data	1			How the personal dat	a is held and size		Consent	Processor			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.	your behalf? (Y/N) If Yes, do you have a Data Processor	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a Data Processor 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	and disposal review
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.	filing system.	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	date the agreement	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
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	1	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	N/A	N/A	М	Interests of the Data Subject and by Consent	No Data Processor Assigned	No		Data updated annually
T/C/H/A Unit	Project Files	organisation, stakeholders, Council Staff, Elected Members, Suppliers/	General project	rep name, organisation, email contact, address, telephone number,	N/A	N/A	м	Interests of the Data Subject and by Consent/general working	No Data Processor Assigned	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	1	Updated throughout the year
T/C/H/A Unit	CMAF	CMAF organisations	organisations that have applied to BCC for arts and heritage funding, key stakeholders. From	Organisation name,	N/A	N/A	m	By consent	No Data Processor Assigned	No	No	Every four years
	Small Grants and A&H	Community Festivals Fund and Arts and Heritage Fund applicants	organisations that have applied to BCC for arts and heritage funding, key stakeholders.	Organisation name, number and website	N/A	N/A	М	By consent	No Data Processor Assigned	No	No	Updated annually

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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 P Paper E - Electronic M - Mixed	On what basis are you processing the data. Via consent or Via a legislative basis.	_	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes, please list who and why and if a	Is the personal data shared with any other organisation Y/N If Yes, do you have an Information sharing agreement in	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible for the data	Insert a brief description of the data and the function of the BCC processing	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Children, Relatives / Guardians or Others, please specify	Insert details of who the data was obtained from.	Personal life(family-lifestyle) including comments and	If Yes, insert details relating to the type of sensitive data listed below:- Racial or ethnic origin, Political opinions, Religious beliefs, Trade union membership, Physical or mental	Include details, if parental consent is required, how that was obtained and how that is held.	List how the data is held e.g. Paper filing system. Electronic system (computer) or a mixture of both	Legitimate Interests, Necessary for Contract, Vital Interests of the Data	Include details of the processor and date the agreement	Included details of the organistion and date the agreement	List who the personal data is shared with and the date this was	List how often this is done, by whom and is it recorded
	B 151	0 1101 %	0. "		Yes - Sickness, Disciplinary, Trade		1	Necessary for				,
HR Unit	Personnel Files	Council Staff	Staff	All personal detail	Union, Maternity,	No	Mix	Contract	No	No	No	Yes
HR Unit	Recruitment	Council Staff	Staff	Name, Job title & job information	No	No	Mix		No	No	No	Yes
				Name, staff								
HR Unit	Training	Council Staff	Staff	number, job title Name, job	No	No	Mix		No	No	No	Yes
HR Unit	Agency	Agency staff	Agency	title,start information	No	No	Mix		No	No	No	Yes
				Name, job title, targets &								
HR Unit	PDP's	Council Staff	Staff	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		No	Р	Consent	No	No	No	Yes
				Name, job title,								
HR Unit	Lone Workers	Council Staff	Staff	home address	No	No	Р	Consent	No	No	No	Yes

										_		
				Name, job title,								
HR Unit	First Aid	Council Staff	Staff		No	No	P	Consent	No	No	No	Yes
							-					
				Name, job title,								
HR Unit	Reasonable Adjustments	Council Staff	Staff	DOB, medical issues, OH reports	Vec	No	D	Consent	No	No	No	Yes
THE OTHE	Aujustments	Council Stair	Otan	lissues, Off reports	163	INO		Consent	INO	NO	110	163
				Name, job title, TU	Yes - TU							
HR Unit	Health & Safety	Council Staff	Staff		representatives	No	Mix	Consent	No	No	No	Yes
	Display Screen			Name, job title,								
HR Unit	Equipment	Council Staff	Staff		No	No	Р	Consent	No	No	No	Yes
				Name, job title,								
				address, ER								
HR Unit	Empolyee Relations	Council Staff	Staff	issues	TU membership	No	Mix	Consent	No	No	No	Yes
				Name, staff								
HR Unit	Overtime Reports	Council Staff	Staff	number, overtime units, cash	No	No	E		No	No	No	Yes
HK OIIIL	Overtime Reports	Couricii Stati	Stall	units, casii	INO	INO	<u> </u>		INO	INO	INO	165
				Name staff								
				Name, staff number, number								
HR Unit	Sickness	Council Staff	Staff		Yes - sickness	No	Mix		No	No	No	Yes
				Name, staff number,								
				unapproved								
				absence, AWOL,								
HR Unit	Clockwise	Council Staff	Staff	Adjustments	No	No	Mix		No	No	No	Yes
				Name, staff								
				number, time								
HR Unit	Timesheets	Council Staff	Staff	sheet of times worked	No	No	D D	Consent	No	No	No	Yes
HK OIIIL	Timesneets	Couricii Stati	Stall	Worked	INO	INO	<u> </u> -	Consent	INO	INO	INO	165
	FOUR Francisco			Name address								
	FOI's, Enquiries, Comments,			Name, address, email, phone								
HR Unit	Complaints	General Public	General Public	number,	No	No	Mix	Consent	No	No	No	Yes
				Name, DOB,								
HR Unit	Access NI	General Public	General Public	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

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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 -	On what basis are you processing the data. Via consent or Via a legislative basis.	personal data managed by a Data Processor on your behalf? (Y/N) If Yes,	data on behalf of another organisation?	personal data shared with any other organisation Y/N If Yes, do you have an	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
		Client / Customers, Council Staff, Elected Members,		Identity (name, address images)	listed below:- Racial or ethnic origin. Political opinions. Religious beliefs.			Is the data processed under Statutory Powers, (if so, list the specific legislation), Public Task / Legitimate				
		Public, Suppliers/	Insert	Personal	Trade union membership	localisado dotollo if		Interests, Necessary for	Include details	1	1 :-4 4 - 4 -	
Insert details		· '	details of who the		Physical or mental health. Sexual life. Commissioned	Include details, if parental consent is	held e.g. Paper filing system.	Contract, Vital Interests of the Data Subject, or	of the processor and	details of the organistion	List who the personal data	List how often
	the function of	· · · · · · · · · · · · · · · · · · ·	data was		or alleged commission of	required, how that	Electronic system	Consent. If relying on	date the	and date the	is shared with	this is done, by
responsible				opinions recorded	. •	1 ' '	(computer) or a	consent, include details of	agreement	agreement	and the date	whom and is it
for the data		''		about individuals	onences	1		how the consent of the	was signed	-	this was signed	
ioi tiic data	processing	эрсспу		Personal Car,		now that is note.	ITIIXIUIC OI DOIII	now the consent of the	was signed	was signed	uno was signed	recorded
Finance &	Motor Mileage			Address and								
		Staff Members	Officers		no	no	Paper	as per corporate procedure	lno.	no	no	yes
Cystems onit		Members of Public	Oniocio	Name, Address,			Гирог	as per serperate procedure	110	110	110) CO
Finance &		volunteering at		contact and bank								
Systems Unit		summer scheme	Individuals		lno	no	Paper	as per corporate procedure	no	no	lno	yes
				Name/Business				по регостронию ресовии о				,,,,
	St Georges			name and basic								
Finance &	Market	Traders at St	Traders via	1								
Systems Unit	Traders		Markets unit	1 -	no	no	М	as per corporate procedure	no	no	no	yes
		Payees in		Name and								
Finance &	Legal	compensation	Legal	Summary of legal								
Systems Unit	Payments	cases	Services	judgement	no	no	Paper	as per corporate procedure	no	no	no	yes
				Name and								
			Card	address of								
Finance &	Credit Card -			Departmental								
Systems Unit		Director Information			no	no	Paper	as per corporate procedure	no	no	no	yes
	Mobile Phone			Phone numbers of	l							
Systems Unit	Database	Officers	Services		no	no	E	as per corporate procedure	no	no	no	yes
				Customer Names,								
				address/contact								
			from	info and sales								
	Waterfront			history at WFH &			_					
Systems Unit	Hall Archive	Customers	at WFH/UH		no	no	E	as per corporate procedure	no	no	no	yes
Finance &	XN Invoice	Users of halls in		Customer names and contact								
Systems Unit		Community centres		1	no	no	le	as per corporate procedure	lno	no	no	yes
3,212.110 01111	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 2	_ =====================================	customer name			_	per corporate procedure	1)
Finance &	Accounts	Invoiced customers		and contact								
Systems Unit			Customers		no	no	Paper	as per corporate procedure	no	no	no	yes
												•

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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)	relate to children under 13 years (Y/N)	data only held in paper format, electronic format or mixed format P - Paper E -	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 hebalf 2	Are you managing this personal data on behalf of another organisation? (Y/N). If Yes,	personal data shared with any other organisatio n Y/N If Yes,	Is a retention and disposal review conducted on the data and a record kept of the review Y/N
Insert details of the Unit responsible for the data	Insert a brief description of the data and the function of the BCC processing	Client / Customers, Council Staff, Elected Members, Public, Suppliers/ Contractors, Children, Relatives /	Insert details of who the data was obtained	address images) Personal life(family- lifestyle) including comments and opinions recorded	opinions.	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	Is the data processed under Statutory Powers, (if so, list the specific legislation), Public Task / Legitimate Interests, Necessary for Contract, Vital	Include details of the processor and date the agreement	Included details of the organistion and date the	List who the personal data is shared with	List how often this is done, by whom and is it recorded
Central Grants Unit	Organisation & Individual contact details for grant applications	Community & Voluntary not-for- profit organisations	Applicant	Contact name, email addresses and contact numbers	This information is collected anonymously and not against individual applications	n/a	Mixture of electronic and	Signature on application form and grant award acceptance Letter of Offer		No	No	N/A all data with retention dates
Central Grants Unit	Individual's contact details for grant applications		Applicant	addresses,contact number, home		Confirmation required as part of the application and signed accpetance of grant award	Mixture of electronic and	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