

Leisure Services

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
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Purchase Orders (SA)	Contact details	Audit	Shared with Leisure, Leisure Centres and contractors
Invoicing (SA)	Contact details	Audit	Shared with Leisure, Leisure Centres and contractors
Service Level Agreements (Climbing wall) (SH)	Electronic	legal	no one
Grant Aid Scheme (GS)	Application Form	Audit	no one
Nova Squad Member Records (GS)	Membership	public task	Contracted Coach
Enquiries (JC)	Contact details and enquiry	public task	Shared with Leisure, Leisure Centres and contractors
Complaints (JC)	Customer Records/CRM	public task	CRM Admin
Staff Sickness Records (JC)	Electronic and hard copy	?	Personnel
Sports Recognition Award Records (SH)	Contact details of nominor and nominees	Processing is necessary to send out the relevant information about the Sports Awards Event	Leisure Development
School Sports Partnership database (SH)	Electronic	Necessary to contact different organisations and voluntary groups	leisure Development

Sports Club contacts (SH)	Electronic	Processing is necessary to send out the relevant information about any Sporting Initiatives	Leisure Development
International Sports Pass Applications (SH)	Contact details on application form	Monitoring and audit	Leisure Development
Health Development partnership contacts (MMo)	Electronic	Necessary to contact different organisations and voluntary groups	Leisure Development
Breastfeeding Friendly accredited organisations (SA/MMo)	Contact details on self assessment	public task	Leisure Development
Contract documents;	Leisure Contract and assoc, JUA, LA, SE LFA	Contract	Leisure Managers
Contract contact details	Electronic and hard copy	Public task	Leisure Contractor; leisure team members
Health and safety/Incident reports	Electronic	Public task	Leisure team
Staff/management issues; PDRs etc	Electronic	Public task	No one
Leisure staff contact details	Personal contact details of officer	Vital interest	As required

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Management of Commercial Leases	Property Files including application forms, correspondence and contracts.	6(1)(b) Contract	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998;
Management of Long Term Ground Leases	Property Files including application forms, correspondence and contracts.	6(1)(b) Contract	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998;
Management of Licences	Property Files including application forms, correspondence and contracts.	6(1)(b) Contract	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998;

Management of Wayleaves and Easements	Property Files including correspondence and contracts.	6(1)(b) Contract	Accessed by Property Services, Facilities team and MDC Capital Accountants.
Acquisitions	Property Files including correspondence and contracts.	6(1)(b) Contract	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998;
Disposals	Property Files including correspondence and contracts.	6(1)(b) Contract	Shared with utilities - legislative (Section 35 of DPA 1998; Accessed by Property Services, Facilities team and MDC Capital Accountants.
Asset valuations	Background papers	6(1)(c) Legal Obligation	Accessed by Property Services team.
Property Services Staff contact details	Personal contact details of officer	6(1)(a) Consent	Accessed by Property Services team.

Car Parks

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Car Parks	Parking PCN court cases		
	Parking Penalty Charge Notices and payment receipts		
	Shop mobility memebrship	Public Task	service area
	Season Ticket Receipts	Contract	NCC

Markets

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Markets	Market Plans	Public Task	no one
	Market daily income sheets		
	Market record sheets	Contract	no one
	Violent Incident reports		
General Management	Employee Accident Reports		
Specialist Market traders	Spreadsheet	none	no one

Community Safety

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Investigation of Anti Social Behaviour (ASB) cases, including Fly-Tipping.	Investigation files (letters, photos, video footage, emails, statements etc)	Public Task	Accessed by; Nottinghamshire Police, Neighbourhood Wardens, Case Management Officers, Housing Officers, Environmental Protection Officers, Legal team. Shared by; Officer in Charge
	Case files where legal process has taken place	Public Task	Accessed by; Case Management Officer, Legal team
	Cases involving safeguarding issues.	Vital Interests	Accessed by; OIC, Safeguarding Officer, Safeguarding Board, Social Services, Nottinghamshire Police, Health & Educations Services, Third Party Care provider. Shared by; OIC, Safeguarding Officer
	CCTV footage - Mansfield District	Public Task	Accessed by; CCTV operators. Shared with; legitimate investigating agents such as Police, insurance companies
	CCTV Footage - Amber Valley Borough	Public Task	Accessed by; CCTV operators. Shared with; legitimate investigating agents such as Police, insurance companies

CCTV	CCTV Footage - DWP	Public Task	Accessed by; CCTV operators. Shared with; legitimate investigating agents such as Police, insurance companies
	RIPA authorisations to view live CCTV - Remove	Legal Obligation	Prosecuting authority
	Redeployable Camera Installations	Public Task	Accessed by; external CCTV contractor, Shared with; investigation officer
	Incident Logs	Public Task	Accessed by; CCTV operators, CCTV manager, investigating officers and insurance companies. Shared with; investigating agents, police etc
RIPA Investigations	RIPA Applications and investigation files	Public Task	Accessed by; Investigating officers. Shared with; investigation team
Fixed Penalty Notice's (FPN's) Issued for environmental offences and breaches of legislation using the ASB Crime & Policing Act 2014.	FPN's Issued	Public Task	Partners, enforcement officers and legal team
Abandoned Vehicles	Reported and investigated vehicles, within the district of Mansfield	Public Task	Accessed by; Enforcement officers, Community Safety Team. Shared by; Community Safety Assistant to Podders (Vehicle removal company)
Complex Case Panel.	Monthly meeting held to discuss vulnerable person/s and those requiring multi-agency involvement	Vital Interests	Accessed by; CCP Panel & Referred Agencies. Shared by; CCP Chair & CCP Administrator
Staff personal records such as PDR forms, 1:1 forms, sickness reports, etc.	Paper and electronic	Consent	Accessed by; Ops Manager, HR and payroll. Shared by; Neighbourhood Warden Team Leaders, Ops Manager

Crematorium

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Cremation	Cremation forms	legal Obligation	Crematorium Medical Referees
	Cremation Register	Legal Obligation	Crematorium
	Memorials	Service delivery at public request- contract	Crematorium
	Purchase orders	Contract	Crematorium Supplier Finance
	Invoices & Receipts	Contract	Crematorium applicants funeral directors Finance
Burial	Interment forms	legal obligation	Crematorium Cemeteries
	Transfer documents	legal obligation	Crematorium Cemeteries

	Grave deeds	Legal Obligation	Crematorium Cemeteries
	Invoices & Receipts	Contract	Crematorium Cemeteries Funeral directors Monumental masons Finance
	Purchase Orders	Contract	Crematorium Cemeteries Finance
	Registers	Legal Obligation	Crematorium Cemeteries
	Memorials	service delivery at public request- contract	Crematorium Cemeteries
Public Health Funerals	Case files	Legal Obligation	Crematorium admin
Personnel details	Personnel records	Contract	Crematorium admin

Staff matters PDR's etc sickness	Paper Electronic	Contract	Registrar Supervisor staff (own copy)
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Contact Centre

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Contact Centre	Customer Records/CRM	public task	Appropriate service area/departmental staff
Complaints	Comments and Complaints	public task	Appropriate service area/departmental staff
	Finished Complaints - paperwork	public task	Appropriate service area/departmental staff
	Ombudsman Records	public task	
Contact Centre	Staff home contact details	consent	
Post Room	Postal correspondence	Public Task	Royal Mail
	Faxes	Public Task	Appropriate service area/departmental staff
Customer Services	Customer Record		
Cashier Service	Bank Notifications (from Bank)		
	Adjustment Reports		
	Cheque Paying in Book stubbs		
	Reports and cheques		

Legal

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Data Sharing	Data Sharing Register and Individual agreements		
Data Breaches	Data Breach Register and individual incident reports	Public Task	Legal department
Requests for Information	DPA, FOIA,EIR and RPSI requests and responses	Public Task	Legal department

Litigation			
The process of managing, undertaking or defending for or against litigation on behalf of the Council	Criminal case files/Civil Case files/Correspondance		
Advice			
The process of managing, undertaking or defending for or against litigation on behalf of the Council			
Agreements			
Process of agreeing terms between organisations (Note this does not include contractual agreements)			
Conveyance			
The process of changing ownership of land or property	Conveyancing Files		

Democratic & Electoral Services

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
ELECTORAL SERVICES	Election Results	Public Task	Public Domain
	Nomination Papers	Public Task	Up to day before polling day can be inspected/ after not available
	Ballot Papers	Public Task/Contract	External printers under contract/Information Sharing agreement. Only then by court order after an election.
	Marked Copies of Registers	Public Task	Electoral Commission, elected representatives, local constituency parties, registered political parties, candidates, police forces and other security agencies, government departments and other bodies.
	Candidate Election Expenses Forms	Public Task	Any person, with individual donors addresses redacted.
	Corresponding Number Lists etc.	Public Task	Only looked at by High Court if there is an Election petition
	Absent Vote Election Paperwork (including security statements)	Public Task/Contract	N/A
	Previous Register of Electors	Public Task	Not available for inspection, only the current register can be inspected.
	Current Register of Electors (including updates)	Public Task	Available for public inspection under supervision
	Current Annual Registration Household enquiry forms	Public Task/Contract	External printers under contract/Information Sharing agreement, S.29 Data Protection requests (prevention and detection of crime).
	Current Annual Registration Invitation to register	Public Task	External printers under contract/in formation sharing agreement, S.29 Data Protection requests (prevention and detection of crime).
	Absent Voter Applications	Public Task	External printers under contract/Information Sharing agreement
	Information on Party Nominating Officers	Public Task	Returning Officer and electoral services staff.
		Right to Work Documentary Evidence Casual Election /Canvass Staff	Public Task

Staff personal records such as PDR forms, sickness reports, etc.	Necessary to adhere to Corporate requirements to record and monitor records.	Human Resources and Payroll
Contact details and bank account details of Electoral casual staff (canvassers and election staff)	Public task	Council
Anonymous registration applications	Public task	Electoral Services staff.
Contracts (printers and software company)	Procurement regulations	RO/ERO/Director of Governance/Electoral Services staff.
Polling station booking forms	Public task	Electoral Services staff, housing repairs team who deliver equipment.
birth certificates, passport details, driving licence, bank statements, utility bills, marriage certificates etc	Public task	Electoral Services staff.
Polling Place Review consultation responses	Public task	
Accident and incident reports containing personal data (names, addresses, dates of birth and description of person involved in the incident/accident)	Corporate requirement	Other users of SHE system, ERO, RO, Electoral Services staff.
Signed Minutes	Public Task	Democratic staff and website
Audio Recordings of Committee Meetings	Public Task	Democratic staff and website
Clerks Notes from Meeting	Public Task	Democratic team
Agendas	Public Task	Democratic Services Team
Register of Interests (Parish)	Public Task	Demcoratic Serices Team
Register of Interests (District)	Public Task	Democratic Services Team
Acceptance of Office	Public Task	Democratic Services Team
Gifts & Hospitality Register	Public Task	Demcoratic Serices Team
Member Notifications to the Information Commissioners Office	Public Task	

COMMITTEE ADMINISTRATION

Business Continuity Paperwork	Public Task	
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Retention of staff and Member personal records such as PDR forms, sickness reports, etc.

Paper and electronic	Processing is necessary to maintain comprehensive staff records to ensure that both employees and management are properly represented.	Human Resources and Payroll
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Environmental Protection

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Food Safety and Hygiene	Food premises files (database and paper), registration forms, inspection details, inspection forms, officer note books, investigations and associated documents, notices.		
	Food complaint records		
	Infectious disease records		
	Food sampling records		
Occupational Health and Safety	Accident investigations		
	Commercial premises record		
Air Quality	Part B premises records		
Contaminated Land	Premises files - database and paper files		
Private Water Supplies	Premises files - database and paper files, lists on J drive		
Service requests for all aspects of Environmental Health e.g. noise, nuisance, public health, refuse accumulations, food complaints, pest control, dog control etc.	Requests for service, correspondence, investigation notes and associated documents, payment receipts - database records, paper files, associated linked documents on J drive		
Pest Control	Requests for service, complainants details, alleged offender details, correspondence, investigation notes and associated documents - database records, paper files, associated linked documents on J drive		
	Business contract details, bank details, paper file and J drive		

Dog Control	Microchipping requests - paper forms, database, spreadsheet on J drive.		
	Stray dog records, complainant and owner details - database, paper folder dog release forms, associated documents on J drive		
Health and Safety (Shared Service)	Individual entries on the Employee Protection Register		
	Accident and incident investigations on SHE system		
Investigation/Evidence records	Officer notebooks, PACE interview records - tapes, CDs, other retained evidence		
Enforcement Notices	Database, paper records, linked documents on J drive		
Employee HR records	Sickness records, disciplinary, performance records (paper and electronic on manager's H drives)		
Emails	Personal info in emails on outlook - case discussions with other departments, external agencies		

Private Sector Housing

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Private Sector Housing Enforcement	Service request records and complaints (crm/formal)	Delivering and investigating statutory responses	PSH team
	HMO licence records	Delivering and investigating statutory responses	PSH team
Disabled Facilities Grants and other forms of grant/loan assistance	DFG/other grant files	dDelivering a discretionary form of financial assistance. DFG - delivering mandatory function.	PSH team

Licensing

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
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Licensing functions	Premises Licence & Club Registration applications and determinations	Public task	Licensing Department
	Premises Licence Variations	Public task	Licensing Department
	Temporary Event notices	Public task	Licensing Department
	Personal licence Application / Change of details	Public task	Licensing Department
	Gambling Act 2005 Premises Applications including Bingo , Betting Shops ,on and off course Betting , Adult Gaming Centres & Small lotteries	Public task	Licensing Department
	Gaming machine Permits and Notifications Alcohol licensed premises and Club premises	Public task	Licensing Department
	Taxi licence Drivers applications and determinations	Public task	Licensing Department
	Vehicle Applications New & Renewal		Licensing Department
	Operators Application Renewal	Public task	Licensing Department
	Massage & Special treatment New & Renewals	Public task	Licensing Department
	Cosmetic Piercing Registration Premises & Person (One off no annual fee)		Licensing Department & EHO
	Dangerous Wild Animals	Public task	Licensing Department & EHO
	Animal Boarding , Home Boarding , Dog breeding & Pet Shops	Public task	Licensing Department & EHO
	Scrap Dealers & Collectors	Public task	Licensing Department

Finance & Audit

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Banking	bank statements, balances & bankers orders	Statutory requirement to pay creditors	Appropriate Financial Services Staff
Insurance	Claim documentation	Statutory	Financial Services Staff
	Contents and car insurance schemes	Statutory	Financial Services Staff
Administration of members allowances	Expenses or benefits claims	Council Policy	Financial Services Staff
Creditor function	Invoices - including purchase card records	Statutory requirement to pay creditors	Financial Services staff and Budget managers
Mortgage Administration	Working papers/statements/correspondence with administrators		
Administration of charity accounts	Accounting records	Council Policy	Financial Services Staff
Credit check on potential suppliers and partners	Records/working papers		
Audit	Notes of review meetings Evidence of issues with audits	Statutory	Internal Audit Team / Staff / External Audit
	Reports of potential frauds		
Monitoring of counter-fraud		Statutory	Monitoring Officer / Senior Management / Staff / External Audit
Grant Aid Scheme		Council Policy	Financial Services Staff
Treasury Management	Investment advice	Treasury Management Policy to mitigate risk	Financial Services Officers

Housing Capital

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Records of Capital Improvements Undertaken and Planned	Property and Tenant Details		Contractors

Housing Repairs

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Repairs Sub-Contractor Work	Name, address, vulnerable person indicators, dangerous pets etc	Public Task/ Contract	Council Housing staff and shared with external contractors.
Statements for Court	Information regarding repairs undertaken and contacts made to or received from tenants	Public Task	Shared with Legal and the Courts
Sickness Monitoring Records	Paper files showing each Repairs Operative and their respective sickness.	Contract	Repair and Maintenance Manager

Housing - Tenancy Services

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Rent Information	Retain all information regarding tenants, including Name, DoB, NI No, photographs, relationship to other members of household, rent history, housing benefit received, court details, notices served, arrears details, contacts made with the tenants.	Public Task	All Housing Staff, Audit, Revenues Staff.
ASB Case Management	Each case for Housing Tenants is recorded on the QL Housing Management System, including details of victims and perpetrators	Public Task	Limited access to ASB staff, Housing Officers and their line managers.
Contractor Information	Tenant details held on QL.	Public Task	Tenancy Services Staff, mainly Housing Assistants.
Mental Health Complex Case Management	Tenant details held on QL.	Public Task	Only accessible by appropriate Housing staff.
Tenant Hazard Warning Indicators	Essential information for the Housing Officer regarding information such as Visit in Pairs, Dangerous Animals, Vulnerable Tenant.	Public Task	Visible to all people with access to the Housing QL system.
Statements for Court	Extracts from the Housing QL system regarding arrears management and instances of ASB	Public Task	Shared with Legal and submitted to the court.
Sickness Monitoring Records	Paper files showing staff sickness	Contract	Employees, HR

Housing Options, Energy and Home Support

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Advice and Guidance	General approach form	Public task	Housing Solutions Team only, keys locked away by Team Leader Nightly
	Approach database	Public Task	Housing Solutions Team only
	Approach e-mail	Public Task	Housing Solutions Team only
Prevention	Housing prevention case file/agreement	Public Task	Housing Solutions Team only
	Prevention database	Public Task	Housing Solutions Team only
Statutory Homelessness	Homeless Application	Public Task	Housing Solutions Team - limited access, keys locked away by Team Leader nightly
	Statutory application database	Public Task	Housing Solutions Team - limited access
	Homelessness Reviews	Public Task	Housing Solutions Team - limited access

	<p><u>Employee files;</u></p> <ul style="list-style-type: none"> - Personal Contact detail & Next of Kin, - Vehicle Insurance Docs, - Training Records, - 1-2-1 forms, - Departments rota's - Sickness & Absence information, - Annual Leave and toil databases 	Contract	Accommodation Manager, Housing Needs Manager, Housing Operations & Safeguarding Manager and HR advisor's
	<p><u>Service delivery Information;</u></p> <ul style="list-style-type: none"> - Visitor signing in sheets, - Staff daily tasking book, - Repairs book - Occupancy and Heating and Lighting charges card, - Payment receipt books, gilbert strips and cashiers payment slips - Security report log and residents movement log, - Incident reports, - Petty Cash purchases records, - Purchase order and delivery history, - Donations of good information, - Health and Safety risk assessment, COSHH assessments, Fire role, Fire Safety information, - Service contracts with suppliers, example Virgin media, BT, window cleaning, - Inventory of stock items, example kettles, toaster, fridges etc. - Occupancy & Void Records 	Legal Obligation	Temporary Accommodation Staff only, keys locked away nightly

Temporary Accommodation

<p><u>Current Service User files & Information,</u> - Client files containing support and risk assessment/plan, personal details, next of kin, PEEP's assessment, agencies involved information, Licence agreements, letters sent to service user, housing application information, confidential information, key working notes, data protection consent forms, photo of service user.</p>	<p>Public task/ Legal</p>	<p>Temporary Accommodation Staff only, keys locked away nightly</p>
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<p>Former resident Files; - Client files containing support and risk assessment/plan, personal details, agencies involved information, Licence agreements, letters sent to service user, housing application information, confidential information, key working notes, data protection consent forms,</p>	<p>Public task/ Legal</p>	<p>Temporary Accommodation Staff only, keys locked away nightly</p>
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<p>Tenancy Support</p>			
	<p>Support Assessment Database</p>	<p>Consent</p>	<p>MDC staff</p>

<p>Hospital Discharge refferals</p>	<p>Consent</p>	<p>MDC Staff</p>
<p>Needs Assessment/Risk assessments</p>	<p>Consent</p>	<p>Client / MDC staff Central Control</p>
<p>Case file</p>	<p>Consent</p>	<p>Client and MDC staff</p>

Housing Support for Older People	Enhanced Support	Concent	Client and MDC staff
	Emergency Central Control Data	Consent	Client ,Tunstall Control ,Emergency Services
	Staff 1-2-1s information and PDRs	Consent	Individuale staff member
	Sickness Records	MDC Policy	HR and individuale staff member
	Severe Weather Emergency Shelter volunteer application forms		
Homeless Strategy Being run on our behalf by Derby City Mission who hold this information			

Safeguarding	Record Types	Safeguarding Act	Limited number of Safeguarding Staff
	Safeguarding database	Safeguarding Act	Limited number of Safeguarding Staff
	Safeguarding casefiles	Safeguarding Act	Limited number of Safeguarding Staff
Homefinder CBL	Housing application forms and supporting evidence	Consent	MDC Staff and other Housing providers on the Homefinder CBL

Business Transformation

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
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General Management	Citizens' Panel	consent	Business Transformation Unit

Commercial Sales

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
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General Management	Purchase information	sales	individual service area, sales manager and marketing and comms sections

Regeneration

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Support Interactions with Business (CRM) - Information relating to interactions between the Regeneration Team and businesses, whether they be pre-start, new start-ups, existing local businesses or businesses looking to move into the area	Company details	Consent, Contract and/or Legal	Regeneration Team / potentially shared with other council officers and councillors for performance measurement data
	Company contact	Consent, Contract and/or Legal	Regeneration Team / potentially shared with other council officers and councillors for performance measurement data
	Company contact enquiry	Consent, Contract and/or Legal	Regeneration Team / potentially shared with other council officers and councillors for performance measurement data
	Company contact enquiry activity	Consent, Contract and/or Legal	Regeneration Team / potentially shared with other council officers and councillors for performance measurement data
	Case Study	Consent, Contract and/or Legal	Public domain
Partner / Intermediary (Legacy records are stored in Outlook) - details of and interactions with partner organisations that we may call on to provide support to local businesses.	Partner/Intermediary details	Consent, Contract and/or Legal	Regeneration Team / Company contacts that the partner / intermediary might be able to help

	Partner/Intermediary contact	Consent, Contract and/or Legal	Regeneration Team / Company contacts that the partner / intermediary contact might be able to help
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Support Interactions with Business (Legacy) - Information relating to interactions between the Regeneration Team and businesses, whether they be pre-start, new start-ups, existing local businesses or businesses looking to move into the area. May be subject to funding agreements, so will have independent retention dates, that will override the retention periods in the Retention Policy	Company details	The respective council will need to retain the data, perhaps past its normal retention period, as evidence for externally funded activity, in line with the associated funding agreement(s)	Internal/External Auditors as appropriate for the specific project
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Human Resources & Payroll

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Employment history	Employee personal file all personal data, name, address, contact details, next of kin details, certificates, reference, equality monitoring information, application form, Statement of Terms of Employment, NI number, medical information (pre-employment, occupational health reports, letters in relation to sickness absence)		no-one, employee, manager, CLT, HR, Finance for Insurance purposes, Legal for ET cases and Audit can access file. Split between accessed and shared with
Disciplinary	Investigation file - complaint, correspondance, transcripts, outcome letter		HR, investigation officer, manager or CLT employee for hearing and appeal
Grievance	Investigation file - complaint, correspondance, transcripts, outcome letter		HR, investigation officer, manager or CLT employee for hearing and appeal
Attendance Management	sickness records, correspondance,		HR, manager, employee, occupational health

Personnel administration	Employment register		
	Personnel files		
	References (Requested by other employers)	in case of future queries from employers	other employers
Insustrial incidents	· Negotiations		
	· Disputes		
	· Claims lodged		
Disciplinary and grievances investigations	Complaint form		
	Investigation file		
Occupational Health	Pre employment Health questionnaire	ensure fitness to complete post appointed to and esnure reasonable adjustments are implemented	occ health, employee
	Adjustment to work place		
	· Restrictions		
	· Recommendations		
	occ health referral forms		
	occupational health reports		
	letters		
	notes of meetings		
DBS Checks (recruitment and 3 year checks)	Application for check	safeguarding process and legal requirement to not employ a barred person in a regulated post	recruiting manager
	Applications	to enable people to apply for jobs	employee, recruiting managers, Giant,
	References	In case of future claims and forms part of recruitment process	employee, recruiting managers

Recruitment	Selection information - interview reports / application assessment form / testing information	In case of future claims and forms part of recruitment process	employee, recruiting managers
Staff monitoring	Probation reports	In case of future claims and forms part of employment record	Line manager, employee
	· Performance plans		
staff leave and attendance	· Sick leave		
	· Jury service		
	· Study leave		
	· Special and personal leave		
	· Attendance books ??		
	· Flexitime sheets		
	· Leave applications		
	· Annual leave		
Termination	· Resignation		
	· Redundancy (Section 188)		
	· Dismissal		
	· Death		
	· Retirement		
Training and Development	Training Record		
Job Evaluation			
Other - Leavers' Files	6 years from leaving date		
Equality and Diversity	Equality Impact Assessments		
whistle blowing			
flexible working			
flexible retirement			
bullying and harrasment			
car loans			
career breaks			
maternity			
paternity			

adoption
professional fees
purchasing annual leave
market supplement
honorariums

ICT

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
The new Web Site Portal will allow users to register their names and addresses to gain information relating to their services. Servers	Name, Address, key system identifiers - Housing Tenancy agreement references, Council Tax references, Benefit references and any service requests available via the portal	To provide required services.	All service delivery staff

Museums and Collections

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
	Entry Form - names and addresses	Statutory Requirement	
	Day Book -names and addresses	Statutory Requirement	
	Accessions Register - names and addresses	Statutory Requirement	
	Card Index - names and addresses	Statutory Requirement	
	Modes records - names and addresses	Statutory Requirement	
Christmas Market Mailing List	Names and addresses		
General Mailchimp mailing list	Names and email addresses		
Schools Mailchimp mailing list	Names and email addresses		
Newsletter Mailing list	Names and postal addresses		
Miscellaneous -			
Mansfield Society of Artists Membership List	Names, postal address and tel. numbers		
Individual shop suppliers	Names, postal address and tel. numbers		
Correspondence Sent and Correspondence Received	Names and postal addresses		
Thank You Letters	Names and postal addresses		
Copyright Declarations	Names and postal addresses		
Photographic Consent Forms	Names and postal addresses		

Parks and Amenities

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Correspondence	Letters, emails		
Partnership records	Minutes of meetings, agendas, documents establishing the committee		
Bookings	Application forms	Contract	service areas/ police/ HSE
Accidents			
Allotments	data base, agreements	Contract	Service area service areas/ councillors with consent
Friends groups	spread sheets	Public Task	frm member
Best gardens	spread sheets	Public Task	service area

Palace Theatre

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Selling of tickets, managing the payments and related marketing activities.	Ticket Sales and payment information (payment card information not retained)	Contract	Relevant Palace Theatre staff. Contact information is shared with mail sort house (one off share, 3 times per annum - names and addresses only on encrypted disc)
Managing a Youth Theatre in four age groups from 5 to 19 years.	Students' and parents' information	Contract	Education Manager, Youth Theatre Administrator, Youth Theatre Tutors, Assistant Youth Theatre Tutors.
Recording of information related to productions staged.	Names and contact details of professional production companies and representatives as well as local amateur theatre societies, including email correspondence	Contract	Education Manager, Front of House Team Leader, Bar Supervisor, Marketing Manager, Marketing Assistant, Technical Manager, Assistant Technical Manager, Theatre Administrator.
Retention of letters written by the public for a variety of reasons.	Paper and electronic	Public Task	Nobody.
Maintenance and use of a Schools' Contact database.	Electronic and paper.	Consent	Education Manager, Youth Theatre Administrator, and Marketing Staff
Retention of contact details of local members of the public interested in Participatory Theatre work and New Writing Projects.	Electronic and paper.	Consent	Nobody.

Retention of photographs of Youth Theatre children in production-related activities.	Electronic and disc format.	Contract & Consent - Parents / guardians sign a document authorising photographs of their child to be taken and used for publicity purposes when they enrol on the Youth Theatre. If permission is not granted, the	Education Manager, Youth Theatre Administrator, Marketing Staff
Retention of staff personal records such as PDR forms, sickness reports, etc.	Paper and electronic	Processing is necessary to maintain comprehensive staff records to ensure that both employees and management are properly represented.	Human Resources and Payroll

Facilities Management

Performance

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Health and Safety	Risk Assessments - General, fire, legionella etc	Satautory compliance requirment	Facilites Management, Risk Management, Building Managers
	Asbestos management documentation - Register, inspection records, asbestos works docs,etc	Satautory compliance requirment	Facilites Management, Risk Management, Building Managers

Building Control

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Processing of Building Regulations Applications (including Full Plans, Building Notices, Regularisations and Partnering Applications)	Application forms, plans, supporting information, payment receipts, fire officer and structural engineers consultations and responses, officer correspondence, assessment sheets, decision notices, site inspection records and completion certificates	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Processing of Pre-Application Advice Requests	Application forms, plans, supporting information, officer correspondence and site inspection records	Public Task	Accessed by Development Services Idox System Users
Processing of Initial Notices	Initial Notice document, plans, supporting information, decision notices and Final Certificates	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Processing of Competent Person's Notifications	Notifications of works	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Investigation of Dangerous Structure Complaints	Initial report, site inspection records, officer correspondence, Section 77 and 78 Notices, contractors invoices and MDC invoices to owner	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Investigation of Unauthorised Development or Building Regulations Contraventions	Initial report, site inspection records, officer correspondence, Section 35, 36 and 95 Notices, legal proceeding correspondence	Public Task	Accessed by Development Services Idox System Users
Processing of Notifications of Demolition Works	Section 80 Notice (notification to LA), consultee notifications, Section 81 and 82 Notices (acceptance of S80 Notice), site inspection records.	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Building Control Officer General Correspondence (answering general building regulations and building control enquiries)	Letters and Emails	Public Task	Accessed by Development Services J Drive Users

Planning Policy

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Objective	Consultation documents and responses, attachments, site submission forms, consultee information	Public Task/Legal Obligation	Accessed by planning policy team and external consultants
HEELA	Extent of land ownership, details of land type, site plans, contact information	Public Task/Legal Obligation	Accessed by planning policy team and external consultants

Planning - Development Management

Activity description	Record types	Data Received from	Legal basis for processing	Accessed by/Shared with
Processing of Planning Applications (including Advertisement Consent, Works to Trees Notifications, Prior Notifications, Listed Buildings, Non Material Amendments and Discharges of Conditions)	Application forms, plans, supporting information, payment receipts, statutory and neighbour consultations and responses, officer correspondence, reports and assessment sheets and Decision Notice	Individuals, Buisnesses and Agents	Public Task/Legal Obligation	Accessed by Development Services Idox System Users and Public Access Users
Processing of Planning Application and Enforcement Notice Appeals	Appeal forms, appeal statements, payment receipts, officer correspondence and reports, Planning Inspectorate correspondence and Decision Notice	Individuals, Buisnesses and Agents	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Processing of Pre-Application Advice Requests	Application forms, plans, supporting information, payment receipts, officer reports and correspondence	Individuals, Buisnesses and Agents	Contract	Accessed by Development Services Idox System Users
Investigation of Enforcement complaints (including High Hedge Complaints) - breach or no breach	Service request forms, officer correspondence and Enforcement Notices	Individuals, Internal Departments, Councillors, External Agencies (e.g. Police)	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Preparation of Tree Preservation Orders	Statutory and neighbour consultations and responses, officer correspondence, reports and assessment sheets, Tree Preservation Order Document	Individuals	Public Task/Legal Obligation	Accessed by Development Services J Drive Users

Planning Officer General Correspondence (answering general planning enquiries)	Letters and Emails	Individuals, Agents, Councillors, External Agencies	Public Task	Accessed by Development Services J Drive Users
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Technical Support and Land Charges - Development Services

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Land Charges - Processing requests for searches	Search request forms, plans, payment receipts	Public Task/Legal Obligation	Accessed by Development Services Idox System Users
Processing of Householder and Commercial - Do I require Planning Permission or Building Regulations permission enquiries	Application forms, plans, supporting information, payment receipts, decision notices etc.	Contract	Accessed by Development Services Idox System Users
Processing requests for Street Naming and Numbering	Application forms, plans, support information, payment receipt and letters of confirmation	Part Public Task/ Legal Obligation Part Contract	Accessed by Development Services J Drive Users
Processing of completed S106 Legal Agreement to pursue developer contributions and monitor spending	Legal Agreements, Completion Summaries, Correspondence to developers, invoices	Public Task/Legal Obligation	Accessed by S106 Database Authorised Users
General requests for information (e.g. Complaints, FOI requests, copy Decisions, Agreements etc)	Letters, Emails	Public Task	Accessed by Development Services J Drive Users
Customer Satisfaction Surveys - Question if we should be doing this activity - do we need a statement on forms or acknowledgement letters???	Completed survey forms, covering letters	Public Task	Accessed by Development Services J Drive Users
Records of Invoices and Repayments for Planning and Buildings functions	Cash Payment Vouchers, Invoices, Receipts	Public Task/Legal Obligation	Accessed by Development Services J Drive Users
Personnel Records	PDR Forms, Sickness Records, Occupational Health Forms and Reports	Consent	

Procurement

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Procurement and contract management	Contract Register	For Transparency Agenda report and to provide information for future contracts	Officers of the council with network login

Revenues and Benefits

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Business Rates	Discretionary relief reviews		
	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property.		
Northgate (Council Tax, Business Rates & Benefit)	Taxpayer & claimant database	Public Task	Revenues Staff & other authorised users
Information @Work (Document Management System)	Taxpayer & claimant document database	Public Task	Revenues Staff
	Debtor database	Public Task	Revenues Staff & other authorised users
	Taxpayer & Claimant database	Public Task	Revenues Staff
	Scanned paper records	Public Task	Revenues Staff
Capita (Payment System)	Customer Payment Details (excluding card numbers etc)	Public Task	Revenues Staff & other authorised users
Microgen BACWAY (Direct Debits/BACS payment system)	Payment profiles and related data	Public Task	Authorised users (MDC)
Recovery / enforcement action (Council Tax & Business Rates)	Enforcement Agent Instruction Files	Public Task	Revenues Staff
	Enforcement Agent Remittances	Public Task	Revenues Staff
	Bankruptcy/Charging order cases	Public Task	Revenues Staff
	Northgate Business Objects output	Public Task	Revenues Staff
	Committal Cases	Public Task	Revenues Staff
	Liability Order Court Lists	Public Task	Revenues Staff
	Recovery documents issued	Public Task	Revenues Staff
	DWP Payment Files	Public Task	Revenues Staff
	Write Off	Public Task	Revenues Staff
	Enforcement Files	Public Task	Revenues Staff
Sundry Income Collection	Collection Agent Instruction Files	Public Task	Revenues Staff
	Collection Agent Remittances	Public Task	Revenues Staff
	Write Off	Public Task	Revenues Staff
	ASH user records	Public Task	Revenues Staff
	Review reports	Public Task	Revenues Staff
	Legal files	Public Task	Revenues Staff
	Garden Waste Invoices	Public Task	Revenues Staff
Post Room	Paper correspondence - received and despatched	Public Task	Relevant departments and external providers e.g. Royal Mail and recipient of mail item.
DSI (external mailing company)	Electronic CSV files containing Council Tax, Business Rates, BID, Sundry Debtor and Benefit customer information	Public Task	Relevant staff to upload/download files.
Attendance Management	Staff sickness records		Revenues & Benefits Team management
Revenues Database	HB Appeals tracking	Public Task	Revenues & Benefits Team management
Landlord Schedules	Landlord payments	Public Task	Revenues & Benefits Team management
Staff flexi sheets	staff flexi records	Public Task	Benefits staff
Bacs records	Bacs reports	Public Task	Benefits staff

Bencap records	excel spreadsheets	Public Task	Benefits staff
Atlas Folder	excel spreadsheets	Public Task	Benefits staff
Framework Starters & Leavers	excel spreadsheets	Public Task	Benefits staff
Northgate Benefit Notifications	PDF letter files	Public Task	Benefits staff
PDP Files Folder	excel spreadsheets	Public Task	Benefits staff
UC Downloads Folder	excel spreadsheets	Public Task	Benefits staff
RTI File Folder	excel spreadsheets	Public Task	Benefits staff
Income & Collection	Valuation Schedules & Lists	Public Task	Revenues Staff
	Section 44A Applications	Public Task	Revenues Staff
	Completion Notices	Public Task	Revenues Staff
	ASH refunds	Public Task	Revenues Staff
	BACS, Bankers Orders & Remittances	Public Task	Revenues Staff
	Daily Reports	Public Task	Revenues Staff
	Council Tax & Business Rate refunds	Public Task	

Strategic Housing & Policy

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Housing Need Assessments	Paper Questionnaires		Research Officer
Registered Housing Providers	Nil		
Traveller information	Nil		

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Waste Litter and Recycling			
Notification	<ul style="list-style-type: none"> · Objections to notices · Appeals against notices · Registration of premises · Infringement notices 		
Investigation, Inspection and Monitoring	Notifiable disease/infectious disease case records. Investigation files Inspection files	enforcement	contact centre
Enforcement	Prosecution/sanction files		
Bye-Laws	Correspondence Submissions Applications permits, licenses and notices		
Waste Management	Assisted collections	Public Task	Contact Centre
Waste Management	Clinical Collections	Public Task	Contact Centre
Waste Management	Bulky collections	Public Task	Contact Centre
Trade Waste	Customer data base	Contract	ACT/Neighbourhood Wardens
Street Cleansing	CRM Tickets	Public Task	Neighbourhood warder
Waste Management	Contamination letters	Public Task	Contact Centre
Waste Management	Garden Waste scheme	Public Task	Ash Debtors
Waste Management	Refunds	Public Task	creditors
Waste Management	waste audits	Public Task	contact centre
Waste management	training data base (permenant)	Public Task	
Waste Management	training data base (agency)	Public Task	
Waste Management			

Transport

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
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Transport Management			
Transport Management	· Leases		
	· Contracts		
	· Quotes		
	· Approvals		
	· Approvals as drivers		
	· Allocations & authorisations for vehicles		

Marketing & Communications

Activity description	Record types	Legal basis for processing	Accessed by/Shared with
Press/media requests	press enquiries and press releases	Public Task?	Marketing & Communications staff