

Data Description							Legal Reason for Processing											Data Processing										
Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automatic decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	Risk	
Information Governance	Data Protection - Subject Access Requests	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Consent	Explicit Consent		2	Yes	No	Yes	Yes	No	RTBF - Information will be retained for 3 years following full response issued. Automated Decision Making is not part of this process.	2	Data Subjects make requests under the Data Protection Act. Officers then collate data from multiple departments within MDC, review the information, apply redactions were necessary, and release to the data subjects.	Any/all MDC systems and Officers.	First through to the IG team for review, followed by a full response to Data Subject.	3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have have been fully responded to will be deleted unless they have been subject to a ICO complaint, in which case the data will be retained for the further 3 years.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	####	
	ICO Complaints	Yes	Yes	Yes (1-50)	Yes (1-50)	4	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	Yes	No	No	No	No	RTBF - Information will be retained for 3 years following full response issued.	4	Data Subjects are able to make complaints to the ICO regarding how their data is processed. MDC have an obligation to the ICO to investigate and report findings. As well as impliment and recommended changes to improve service standards.	Any/all MDC systems and Officers.	First through to the IG team for review, followed by a full response to Data Subject and ICO.	3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have have been fully responded to within the last 3 years will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	####	
	Data Protection Impact Assessments	Yes	Yes	Yes (51-100)	Yes (1-50)	5	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	Yes	Yes	Yes	Yes	No	No automated decision making for this process	1	MDC Officers, upon starting a new project, have a requirement to complete a DPIA form to provide assurance that data is being managed appropriately. May contain special category data in some instances.	MDC Officers and third party service providers.	IG Team	6 Years as per ICO best practice	Documents reviewed on an annual basis. Any requests have have been fully responded to 6 years ago will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	####	
	Data Breaches	Yes	Yes	Yes (51-100)	Yes (1-50)	5	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	No	No	No	No	No	Not applicable in order to comply with DPA and obligations to the ICO	5	The Data Protection Officer is informed of all alleged data breaches. An investigation will take place to determine what had happened, and if necessary, the ICO will be informed about the findings is severity meets a certain threshold.	Anyone	IG Team	6 Years in line with UK limitations Act.	Documents reviewed on an annual basis. Any requests have have been fully responded to 6 years ago will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	####	
	Training and Advice	Yes	Yes	Yes (101-1000)	No	5	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	Yes	Yes	Yes	Yes	Yes		0	MDC officers may ask DPA/GDPR related queries on an ad hoc basis. Member of the IG team will respond providing recommended act. In some instances these may include special catergy data.	Anyone	IG Team	6 Years as per ICO best practice	Documents reviewed on an annual basis. Any requests have have been fully responded to 6 years ago will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	####	

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Legal	Litigation	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Legal Obligation	Legal Proceedings		1	Yes	No	No	No	No	Not necessary as undertaking legal proceedings - in line with statutory limitations	4	All litigation within the local authority sphere	Subject themselves, police, social care, oher local authorities, fire service, victim care, witness support, regulators, auditor, members of the public, court service	Data sharing partners - police, social care , hmcts	6 years in line with Limitation Act 1980	All litigated matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after appeal period, notebooks	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic	Physical and electronic	IG and Legal Team	###
	Conveyancing/property matters	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Contract	Explicit Consent		2	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	Conveyancing and property transactions including Right to Buy Sales and Acquisitions, Sales, Purchases, Easements, Licences, Leases, Compulsory Purchase, Charges on our register/Grants/General property queries including boundary/party wall/repair and maintenance	Property Services/Housing Services/Individual applicants	Individual applicants/HMLR/Property Services/Housing Services/Planning Services/Local Land Charges/Search providers and consultees	Completed transactional document - indefinitely/supplementary documentation after completion 6 years in line with Limitation Act 1980	All matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after requisite retention period	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic	Physical and electronic	IG and Legal Team	###
	Contractual/constitutional matters	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Contract	Explicit Consent		2	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	All types of contracts including funding agreements, sharing agreements, S106 Agreements, Unilateral Undertakings and service level agreements	All departments of the Council	Individual applicants/NCC/Instructing Departments of the Council/parties to the agreements/Planning Inspectorate	Completed transactional document - indefinitely/ 6 years/ 12 years/ the period required by the obligations contained in the agreement /supplementary documentation after completion 6 years in line with Limitation Act 1980	All matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after requisite retention period	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic	Physical and electronic	IG and Legal Team	###

	General Advice	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Public Task	Substantial Public Interest		0	No	No	No	No	No	No	Covered due to legal confidential privilege/Retained in line with Limitation Act 1980	5	All advice required to the Departments of the Council to enable them to fulfill their statutory duties and functions	All departments of the Council	The Instructing Department/ Agencies where necessary if requirement to do so is triggered i.e police/safeguarding	6 years in line with Limitation Act 1980	All matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after requisite retention period	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic		IG and Legal Team	####
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Audit	Audit Reviews	Yes	No	Yes (101-1000)	No	4	Legal Obligation	Legal Obligation	Accounts & Audit Regulations 2015	2	Yes	No	Yes	No	Yes	Retention documents in line with Councils Retention Policy	2	Audit reviews in accordance with approved audit plan.	Staff or direct from systems	Staff, Governance & Standards Committee	6 years + current	Deletion of electronic records	Audit Q Drive	Electronic		Internal Audit Team, Staff, Governance & Standards Committee	###
	Counter Fraud Investigations	Yes	Yes	Yes (51-100)	No	4	Legal Obligation	Legal Obligation	Accounts & Audit Regulations 2015	2	Yes	No	Yes	No	Yes	Retention documents in line with Councils Retention Policy	2	Investigations as approved by Monitoring Officer	Staff, direct from systems, public or whistleblowers	Monitoring Officer / Senior Management	6 years + current	Deletion of electronic records	Audit Q Drive	Electronic		Internal Audit Team, Monitoring Officer / Senior Management	###

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Elections	Registration - collection of names to appear on the Electoral Register.	Yes	No	Yes (1001+)	Yes (101-1000)	8	Legal Obligation	N/A	RPA 1983	1	Yes	No	No	No	Yes		3	Collection of data to appear on the published electoral register.	Subject	RO, ERO, List of entitled recipients and those entitled to request. Along with public copy which can be view by appointment, under supervision.	N/A	N/A	Office	Electronic			###		
	Registration - Previous copies of the register	Yes	No	Yes (1001+)	No	5	Legal Obligation	N/A	RPA 1983	1	Yes	No	No	No	Yes		3	Previous published registered kept to determine overseas electors	RO	N/A	Indefinite	N/A	Locked Basement	Physical			###		
	Registration - Collection of Annual Canvass Forms	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	N/A	RPA 1983	1	No	No	No	No	Yes		4				1 year	Confidential Waste	Locked Basement	Physical			###		
	Registration - Collection of Invitation to Register	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	N/A	Rpa 1983	1	No	No	No	No	Yes		4				1 year	Confidential Waste	Locked Basement	Physical			###		
	Registration - collection of absent vote application forms	Yes	No	Yes (1001+)		5	Legal Obligation	N/A	Data can be transferred in part. Collection of signatures and date of birth are not shared. Names and address of those applying for Absent Votes can be transferred at the request of those entitled.	1	No	No	No	No	Yes		4	Collected to allow those requesting absent votes to either have a proxy or postal vote.	Applicant/subject	RO, information in part can be requested by political parties or candidates.	3 years following May 2023 Elections - due to implementation of the Elections Act 2022.	Confidential Waste	Locked Basement	Physical			###		
	Election - Results	Yes	No	Yes (101-1000)	Yes (101-1000)	7	Legal Obligation	N/A		1	No	No	No	No	Yes		4	Result of the Election	RO	Candidate, Agent, published online and displayed in Council Office	1 year following declaration	Confidential Waste	Locked Basement	Physical			###		
	Election - Nominations	Yes	Yes	Yes (101-1000)	Yes (101-1000)	8	Legal Obligation	Legal Obligation	The Local	2	No	No	No	No	Yes		4		RO	Published on statement of persons nominated, Online and Paper copy	35 days	Confidential Waste	Office	Physical			###		
	Election - Staff Details	Yes	No	Yes (101-1000)	Yes (1-50)	5	Legal Obligation	N/A	Local Elections	1	Yes	No	No	No	Yes		3	Information of staff kept on our EMS to allocate those wanting to work	RO	N/A	2 year	Confidential Waste	Office	Electronic			###		
	Elections - Right To work Documents	Yes	No	Yes (101-1000)	No	4	Legal Obligation	N/A	Local Elections 2006 + Elections act 2022 + RPA 1983	1	Yes	No	No	No	Yes		3	Check those willing to work are able to work.	RO	N/A	Life of person record	Confidential Waste		Electronic			###		
	Election - Marked Registers	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	N/A	Local Elections 2006 + Elections act 2022 + RPA 1983	1	No	No	No	No	Yes		4	Register marked by Presiding Officer and staff to show who's cast their vote.	RO	Purchased by Political Parties and Candidates	1 year following declaration	Confidential Waste	Office	Electronic			###		

	Elections - Additional Documents - Corrospending number list, unused ballot papers	Yes	Yes	Yes (1001+)	No	6	Legal Obligation	Legal Obligation	Local Elections 2006 + Elections act 2022 + RPA 1983	2	No	No	No	No	Yes		4	Documents retained from the polling station which legally need to be kept incase of any police matters arising in the year following an election	RO	Unable to be opened unless through court order	1 year following declaration	Confidential Waste	Locked Basement	Physical			####
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D e m o c r a t i c  S e r v i c e s	Constitutional Matters	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Legal Obligation	Legal Obligation	Constitution 4.02.10 Decision Making, Committee 2.07. Committees	2	Yes	No	Yes	Yes	Yes		1	Attendance to Committee Meetings and Delegated Decision meetings, Publish of Agendas for meetings, Minutes, Delegated Decision Records onto the website, stored on Network Spreadsheet and folder in office and basement	Service Departments	Decision Makers, published to the websire	Council minutes – permanent Public Bodies (Admission to Meetings) Act 1960 Council agenda and business papers Local Government Act 1972 – destroy after 6 yrs Council notice papers and proceedings Local Government Act 1972 – destroy after 6 yrs Indexes Local Government Act 1972 – destroy after 6 yrs Committee minutes - permanent Registers of delegations to Special Committees destroy 7 years after delegation ends	Confidential waste	Stored on the Network S drive, in folders in the basement	Physical	Both	All in Democratic Services as shared drive. Members, Corporate Leadership Team and Service Officers. If not exempt published on the MDC website	####
	Member support Facilitation	Yes	Yes	Yes (101-1000)	Yes (101-1000)	8	Legal Obligation	Legal Obligation	Constitution	2	Yes	No	Yes	Yes	Yes		1	Processing of Members Declaration Forms and Ward Allowance Forms. Information scanned and emailed to Finance. Form information logged onto a spreadsheet	Members	Finance	4 Years - one term - Best Practise	Confidential waste	Stored on the Network S drive	Physical	Both	Finance, Democratic Services Manager.	####



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Financial Services	Invoicing creditors accounts payable	Yes	No	Yes (1001+)	Yes (1001+)	9	Contract	N/A		1	Yes	No	No	No	No	Details of creditors will be obtained in order for them to be paid. Creditors details remain on the system indefinitely along with scanned images of invoices. Invoice paperwork is destroyed after 7 years.	4	Details of creditors will be obtained in order for them to be paid and are held on the system. The bank details are transmitted by the banking system in order to make payments by BACS.	Organisations and individuals wishing to be paid directly or passed on by MDC officers.	Bank details are sent by a file transfer to the banking system.	6 years plus current for documentation.	Invoice documents destroyed by putting in confidential waste	Integra System for electronic scanned images. Invoice documentation retained in the basement of the Civic.	Electronic	Electronic and Physical	All Integra users for invoice documentation and supplier records.	####
	Grant in Aid payments	Yes	No	Yes (1-50)	Yes (1-50)	3	Contract	N/A		1	Yes	No	No	No	No	Individuals and organisations provide details in order to be assessed and paid a grant.	4	Personal information is used to pay the grant.	Organisations and individuals wishing to receive a grant	Bank details are sent by a file transfer to the banking system.	6 years plus current for documentation.	Deleted from Shared drive after 7 years	MDC shared drive plus Integra for payment information	Electronic		All Integra users for invoice documentation and supplier records. Applications by Finance staff	####
	Banking	Yes	No	Yes (1001+)	Yes (1001+)	9	Contract	Legal Obligation		2	Yes	No	No	No	No	Organisations and individuals pay the Council and names appear on bank statements	4	Organisations and individuals pay the Council and names appear on bank statements received from the bank, the statements are retained for reconciliation and auditing purposes	Lloyds Bank	Finance Staff involved with banking	6 years plus current	Deleted from Shared drive after 7 years	Finance shared drive	Electronic		All Finance staff	####
	Invoicing debtors accounts receivable	Yes	No	Yes (51-100)	Yes (1-50)	4	Contract	Legal Obligation		2	Yes	No	No	No	No	Organisations and individuals provide their details in order to pay for a service	4	Organisations and individuals provide their details in order to pay for a service	MDC Officers and customers	Customers provide their details to MDC staff who maintain the debtor address book on Integra, or in some cases ask debtors to do this for them.	Information is held indefinitely on Integra	Information is held indefinitely on Integra	Integra holds debtor details and account history	Electronic		All Integra users for invoice documentation and debtor records.	####
	Insurance loss of no claims bonus scheme	Yes	No	Yes (1-50)	Yes (1-50)	3	Consent	N/A		1	No	No	No	No	No	Staff enrol on protection of no claims bonus scheme	5	Annually a report is requested from Payroll with the names of staff on which is sent to the insurers.	MDC payroll	Insurance	6 years plus current year	Deleted from Shared drive after 7 years	Finance shared drive	Electronic		Finance staff have access	####

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	Collection of Council Tax	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	Legal Obligation	The legal gateway comes under the Local Government Finance Act 1992, under sections 6, 7, 8.9, 11, 13A, and 18. The Council Tax (Administration and Enforcement) Regulations 1992.	2	No	No	No	No	No		5	Collection of Council Tax via issue of demand notices, reminders, summons, Liability Orders obtained at court, attachment of earning order, attachment of benefit order, enforcement agents, committal action, Bankruptcy, insolvency & charging orders	NEC (Northgate), The data subject themselves, Landlords, DWP (Department of Work and Pensions) and their systems which include; Autoed Transfers of Local Authority Systems (ATLAS), Single House Benefit Extract (SHBE), Universal Credit Debt Service, Local Council Tax Reduction (OCDS LCTR) UCDS Stop notice (UCDS STOP)	Mansfield Magistrates Court, MDC Legal Services, Enforcement Agents, Employers, DWP, Data subjects themselves.	Indefinitely	N/A	NEC, I@W (Information at work), Electronic	Electronic	NEC System does not allow destruction of date	Contact Centre, Housing, Environmanetal Health	####

R e v e n u e s & B e n e f i t s	Collection of NNDR	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	Legal Obligation	Non-Domestic Rating Regs 1989	2	No	Yes	No	No	No		4	Collection of NNDR via issue of reminders, summons, Liability Orders obtained at court, attachment of earning order, enforcement agents, committal action, Bankruptcy, insolvency & charging orders	NEC	Mansfield Magistrates Court, Wilkin Chapman Solicitors, Greenhalgh Kerrs, Marstons Enforcement Agents, Rundles Enforcement Agent, Bristow & Sutor Enforcement Agent, Insolvency Practitioners, Insolvency Service		NEC, I@W (not used yet)	NEC, I@W, Electronic	Electronic	NEC System does not allow destruction of date	Contact Centre, Housing, Environmanetal Health	####
	Collection of BID	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	Legal Obligation	Business Improvement District Act 2004 & Non-Domestic rating Regs 1989	2	No	Yes	No	No	No		4	Collection of BID via issue of reminders, summons, Liability Orders obtained at court, attachment of earning order, attachment benefit order, enforcement agents, committal action, Bankruptcy, insolvency & charging orders	NEC	Mansfield Magistrates Court, Wilkin Chapman Solicitors, Greenhalgh Kerrs, Marstons Enforcement Agents, Rundles Enforcement Agent, Bristow & Sutor Enforcement Agent, Insolvency Practitioners, Insolvency Service		NEC, I@W (not used yet)	NEC, I@W, Electronic	Electronic	NEC System does not allow destruction of date	Contact Centre, Housing, Environmanetal Health	####
	Collection of Overpayment of Housing benefits	Yes	No	Yes (1001+)	Yes (1001+)		Legal Obligation	Legal Obligation	Housing Benefit Regulations 2006, the Council Tax Benefit Regulations 2006 the Housing Benefit (Pension Credit) Regulations 2006 and the Housing Benefit (Recovery of Overpayment)s Regulations 1997 and more recently the Welfare Reform Act 2012 (Direct Earnings Attachments )		No	Yes	No	No	No			Collection of overpaid housing benefits	NEC	Marstons Enforcement Agent, Bristow & Sutor Enforcement Agent, Employers, DWP, Insolvency Practitioners, Insolvency Service, County Court		NEC, I@W (not used yet)				Raising Departments	
	Collection of Sundry Debt	Yes	No	Yes (1001+)	Yes (1001+)		Public Task	Substantial Public Interest	Local Government Act 1972, the Accounts and Audit Regulations 2011, and the Late Payment of Commercial Debts Regulations 2002.		No	Yes	No	No	No			Collection of invoices for	Raising Department	Marstons Enforcement Agent, Bristow & Sutor Enforcement Agent, Employers, DWP, Insolvency Practitioners, Insolvency Service, County Court		NEC, I@W (not used yet)				Raising Departments	
	Administration of Council Tax	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Legal Obligation	Legal Obligation	Local Government Finance Act 1992	2	No	Yes	Yes	No	No		3	Updating, creating and maintaining Council Tax accounts. Applying relevant exemptions and discounts. Collecton and administration of Direct Debts	Customer, letting agent, housing or any stakeholder with an intrest in liability in the property	BACS, customers,	6 years	NEC, I@W (not used yet)	NEC, I@W, Electronic	Electronic	NEC System does not allow destruction of date	Contact Centre, Housing, Environmanetal Health	####
	Administration of NNDR	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	Legal Obligation	Non-Domestic Rating Regs 1989	2	No	Yes	Yes	No	No		3	Updating, creating and maintaining NNDR accounts. Applying relevant exemptions and discounts. Collection and administration of Direct Debts	Customer, letting agent, housing or any stakeholder with an intrest in liability in the property	BACS, customers,	6 years	NEC, I@W (not used yet)	NEC, I@W, Electronic	Electronic	NEC System does not allow destruction of date	Contact Centre, Housing, Environmanetal Health	####
	Administration of BID	Yes	No	Yes (1001+)	Yes (1001+)	9	Legal Obligation	Legal Obligation	Business Improvement District Act 2004	2	No	Yes	Yes	No	No		3	Updating, creating and maintaining BID accounts. Applying relevant exemptions and discounts. Collection and administration of Direct Debts	Customer, letting agent, housing or any stakeholder with an intrest in liability in the property	BACS, customers,	6 years	NEC, I@W (not used yet)	NEC, I@W, Electronic	Electronic	NEC System does not allow destruction of date	Contact Centre, Housing, Environmanetal Health	####
	Assesment of Housing Benefit Claims	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Consent	Explicit Consent	The Housing Benefit Regulation 2006	2	No	Yes	Yes	Yes	No		2	Updating, creating and maintaining benefits claims.	Customer or any relevant stakeholder with intrest in the benefit claim	Customer, landlords & DWP	6 years	NEC, I@W (not used yet)	NEC, I@W, Electronic	Electronic	NEC System does not allow destruction of date	Housing, Contact Centre	####

	Payment of Covid-19 Business Grants	Yes	No	Yes (1001+)	Yes (1001+)	9	Public Task	N/A	Government oversight by BEIS	0	Yes	No	No	No	No	BEIS require retention of all grant information and docuemntaion for 10 years	4	Administration of Covid-19 Business Grant schemes on behalf of BEIS	Customer	BEIS & HMRC (on request)	10 years	None at present	NEC, I@W, ntegra	Electronic		BIES, HMRC, Experian	####
	Payment of energy Rebate Payments	Yes	No	Yes (1001+)	Yes (1001+)	9	Public Task	N/A	Government oversight by DLUCH	0	Yes	No	No	No	Yes	Partial automation of specifica categories fo customers	3	Administration of Council Tax Energy Rebate Scheme on behalf of DLUHC	Existing systems and customer	N/A	Not yet specofied by DLUCH	None at present	NEC, I@W, ntegra	Electronic		N/A	####

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P r o p e r t y  S e r v i c e s	Management of commercial Leases/Licences/Wayleaves & Easements	Yes	No	Yes (1001+)	Yes (1-50)	6	Contract	N/A		1	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	Conveyancing and property transactions including Right to Buy Sales and Acquisitions, Disposals, Easements, Wayleaves, Licences, Leases, Compulsory Purchase, General property queries including boundary/party wall/repair and maintenance	Data subject	Internal departments ie Legal, Finance, works departments. External contractors, utility companies.	Life of the lease plus 15 years subject to any claims, disputes or unpaid debt.	Physical files confidentially shredded after requisite retention period. Archived electronic records can be deleted manually at same time as above.	Paper files held in locked cabinets and basement storeroom - controlled access. Electronic data held on j:drive, p:drive and in Cloud - password protected.	Electronic	Format - physical and electronic	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998)	####
	Acquisitions	Yes	No	Yes (1-50)	Yes (1-50)	3	Contract	N/A		1	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	Input in Terms reports. Input to electronic systems.	Data subject and MDC Legal Team.	Internal departments ie Legal, Finance and externally to utility companies.	Retain for life of property plus 12 years.	Physical files confidentially shredded after requisite retention period. Archived electronic records can be deleted manually at same time as above.	Paper files held in locked filing cabinets and basement storeroom - controlled access. Electronic data held on j:drive, p:drive and in Cloud - password protected.	Electronic	Format - physical and electronic	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998)	####
	Disposals	Yes	No	Yes (1001+)	Yes (1-50)	6	Contract	N/A		1	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	Input in Terms reports. Input to electronic data systems.	Data subject and MDC Legal Team.	Internal departments ie Legal, Finance and externally to utility companies.	Retain for 15 years after all obligations and/or entitlements are concluded.	Physical files confidentially shredded after requisite retention period. Archived electronic records can be deleted manually at same time as above.	Paper files held in locked filing cabinets and basement storeroom - controlled access. Electronic data held on j:drive, p:drive and in Cloud - password protected.	Electronic	Format - physical and electronic	Accessed by Property Services, Facilities team and MDC Capital Accountants. Shared with utilities - legislative (Section 35 of DPA 1998)	####
	Asset valuations	Yes	No	Yes (1-50)	No	2	Legal Obligation	N/A		1	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	The quality of the tenant provides provenance, thereby supporting the method of calculation of the valuation.	Data subject	no-one	Retain for the life of the property.	Delect electronic copy from the server. Hard copy disposed of through confidential waste service.	j:drive and docs scanned to TF Cloud - password protected.	Electronic	Property Services manages and controls all the Council land and property transactions including the valuation of assets. Whilst this is not a statutory service it is primarily governed by Local Government Act 1972.	Property Services/Capital Accountant/External Audit	####



Service Area	Data Description						Legal Reason for Processing											Data Processing									
	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	Risk
R e g e n e r a t i o n	Business Support - offering individuals advice on starting and / or growing their business and referring them on to other agencies / organisations for specialist support as may be required.	Yes	No	Yes (101-1000)	Yes (101-1000)	7	Legitimate Interests	N/A	Company details and financial details sought. Based on an individual's implied consent to share information to secure the best advice possible for the individual or business. If shared to a 3rd party, an email exchange confirms acceptance to do so.	1	Yes	Yes	Yes	Yes	Yes		0	Requests for support will include sharing (from the inquirer) / requesting details of the business (from Regeneration) where help is required. Details may be offered to a business adviser from a recognised source - ie ordinarily the D2N2 Growth Hub for assessment and review. Their response will be secured via Outlook / email. Exchanges with the inquirer will be via email / tel call.	Applicants / Inquiries	Individual advisers business support organisations for advice / review / comments	6 years	Ensure systematic review in place and documentation is flagged for regular review on a rolling basis.	Electronic on MDC drives and via email	Electronic	Occsionally physical	Via shared drive(s) shared with Regen Team and MDC colleagues	####
	Business Support - receiving and processing applications for business grants.	Yes	No	Yes (101-1000)	Yes (101-1000)	7	Consent	N/A	Some information may be shared with specialist adviser sources (eg Growth Hub advisers) for review and comment.	1	Yes	Yes	Yes	Yes			0	Application forms (through on line process) and accompanying details offered to accredited business adviser from a recognised source - ie ordinarily the D2N2 Growth Hub for assessment and review. Response secured via Outlook / email. Also shared with Finance colleagues and ultimately with the Portfolio Holder for review and decision making.	Applicants	Individual advisers business support organisations for advice / review / comments	6 years	Ensure systematic review in place and documentation is flagged for regular review on a rolling basis.	Electronic on MDC drives and via email	Electronic	Occsionally physical	Via shared drive(s) shared with Regen Team and MDC colleagues	####
	Liaison with Partners - engaging with individuals within external agencies and organisations on individual projects and wider partnership activities - eg the Mansfield Place Board.	Yes	No	Yes (1-50)	Yes (51-100)	4	Public Task	N/A	Liaison via group email, sharing reports and related information, all of which will be in the public domain.	0	Yes	Yes	Yes	Yes	Yes		0	Group email / individual email exchanges.	Partners / Place Board members / Developers / Consultants	Occasionally shared (if email) with senior colleagues for advice / proposed responses	6 years	Ensure systematic review in place and documentation is flagged for regular review on a rolling basis.	Electronic on MDC drives and via email	Electronic	Occsionally physical	Via shared drive(s) shared with Regen Team and MDC colleagues	####
	UK Shared Prosperity Fund - receiving and processing applications for grant funding via the UKSPF process, receiving details of individual contacts with applicant organisations, including financial / commercial information.	Yes	No		Yes (1-50)	Yes (101-1000)	5	Consent	N/A	Applications will be downloaded and shared with external asesors / internally within MDC for comment.	1	Yes	Yes	Yes	Yes	Yes		0	Application forms (through on line process) and accompanying details received from applicant organisations for assessment and review. Shared with appointed consultants for review and assessment. Forma decision making wil involve sharing with a Panel, precise composition tba, but may include individuals from external organisations. Responses secured via Outlook / email. Also shared with Finance.	Applicants	Consultants working with MDC for assessment and comment	6 years	Ensure systematic review in place and documentation is flagged for regular review on a rolling basis.	Electronic on MDC drives and via email	Electronic	Occsionally physical	Via shared drive(s) shared with Regen Team and MDC colleagues. Also shared with external assessors via Outlook.

Service Area	Activity description	Data Description				Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Legal Reason for Processing							Risk		Data Processing																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
		Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?					Risk			Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object			Automation decision Making / profiling	Comments (If answered no, comply or explain)	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	Risk																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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P l a n n i n g  S e r v i c e s	Development Management Activities (including processing Planning Applications, Appeals, Listed Buildings, Conservation Areas, TPOs and Enforcement investigations)	Yes	No	Yes (1001+)	Yes (1-50)	6	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes	Yes	0	Processing planning applications under the Town and Country Planning Act	Applicants - Members of the Public/Developers/Agents/Planning Portal	Reviewed, redacted for signature, personal email addresses and telephone numbers and published to Public Access website	In Perpetuity.		Idox Uniform, Public Access and DMS	Electronic	Physical and Microfiche copies are held from pre Uniform Period. Data Sharing Agreement in place with Planning Inspectorate for Local Plan Examination.	Public	###
	Processing of Pre-Application Advice Requests	Yes	No	Yes (101-1000)	Yes (1-50)	5	Contract	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Responding to requests for pre application advice	Applicants - Members of the Public/Developers/Agents	No-one	In Perpetuity.		Idox Uniform and DMS	Electronic		No-one	###
	Planning Policy Consultation Database - Objective	Yes	No	Yes (1001+)	Yes (1-50)	6	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Collating consultation documents and responses, attachments, site submission forms, consultee information	Individuals, businesses, agents and contractors	Input into the objective web based consultation portal. Consultation comments published online without names	Retained until the individual requests is made to be removed from portal, details removed following adoption of consultation document.	Delete electronic records and shredding paper copies	Objective online web portal	Electronic	Data Sharing Agreement in place with Planning Inspectorate for Local Plan Examination.	Accessed by planning policy team and external consultants	###
	Planning Policy HEELA Consultation Database	Yes	No	Yes (101-1000)	Yes (1-50)	5	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Collating extent of land ownership, details of land type, site plans, contact information	Land Registry, land owners and agents	Input into HELAA database. Site plans are sent to individuals (concerning their own land), sometimes via an agent	Contact details are kept until the site has been developed. Site information will be kept for the duration of the MDC local plan 2013 to 2033	Delete electronic records	Excel Spreadsheet and J Drive folders	Electronic		Accessed by planning policy team and external consultants	###
	Processing of Land Charges Requests	Yes	No	Yes (1001+)	Yes (1-50)	6	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Processing of local searches for purposes of buying and selling properties and land	Solicitors / Search Agents / Members of the Public	Environmental Health / Private Sector Housing	7 years	Delete electronic search request	Idox TLC	Electronic			###



Service Area	Data Description							Legal Reason for Processing													Data Processing								
	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk		Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with
	LA Pollution Control	Yes	No	Yes (1-50)	Yes (1-50)	3		Legal Obligation	Legal Obligation	Environmental Permitting (England and Wales) Regulations 2010	2		Yes	No	Yes	No	No	legal process and public register	3		Applicaton processing, inspection visits, processing data from Public register.	Businesses, EPP officers	DEFRA	Indefrinately	N/a	Civica, filing cabinet in EH	Electronic	and paperfiles	EH, Licensing, Private Sector Housing.
	Contaminated Land enquiries	Yes	No	Yes (1-50)	Yes (1-50)	3		Legal Obligation	Legal Obligation	Part 2A of the Environmental Protection Act 1990	2		Yes	No	Yes	No	No	legal requirement	3		Contaminated land reports and service request investigations.	Businesses, EPP Officers, MDC planning.	Planning	Indefinitely	N/a	Civica, filing cabinet in EH	Electronic	and paperfiles	EH, Licensing, Private Sector Housing.
	Environmental Protection Enforcement	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Public Task	Legal Obligation	Various Public Health Legislation including Environmental Protection Act 1990	1		Yes	No	Yes	No	No	legal process	3		service request investigations	Members of the public, MDC departments, Partner organisations.	Partner agencies, internal departments, CIEH.	6 years	manual process deleting electronic file	Civica, password protected	Electronic		EH, Licensing, Private Sector Housing.
	Planning application consultee responcees	Yes	No	Yes (101-1000)	Yes (1-50)	5		Public Task	Legal Obligation	Planning Law	1		Yes	No	Yes	No	No	legal requirement	3		planning responcees to applications	Businesses, members of the public, MDC Planning team.	Planning dept, applicants.	6 years	manual process deleting electronic files	Civica, password protected	Electronic		EH, Licensing, Private Sector Housing.
	Licensing consultee responcees	Yes	No	Yes (101-1000)	Yes (1-50)	5		Public Task	Legal Obligation	Licensing Law	1		Yes	No	Yes	No	No	legal requirement	3		Licensing repnouce to applications	Businesses, members of the public, MDC Licensing team.	Licensing dept. applicants.	6 years	manual process deleting electronic file	Civica, password protected	Electronic		EH, Licensing, Private Sector Housing.
	Stray Dog Service	Yes	Yes	Yes (101-1000)	Yes (1-50)	6		Public Task	Legal Obligation	Environmental Protection Act	1		Yes	No	Yes	No	No	legal requirement	3		Contracts and service provision for the collection and kennelling of stray dogs.	Members of the public, contarted service providers, contact centre, Police, other councils	Dogs Trust	6 years	manual process deleting electronic file	Civica, password protected	Electronic		EH, Licensing, Private Sector Housing.
Environmental Health Licensing - Environmental Peoples Pr	processing Licensing act	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Legal Obligation	Legal Obligation	licensing act 2003	2		Yes	No	Yes	Yes	Yes	licensing act 2003	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, fire, trading standards, social services, courts, members of the public, environmental health, planning.	Applicants, police, fire, trading standards, social services, courts, members of the public, environmental health, planning.	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	processing gambling act	Yes	Yes	Yes (101-1000)	Yes (1-50)	6		Legal Obligation	Legal Obligation	gambling act 2005	2		Yes	No	Yes	Yes	Yes	gambling act 2005	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, fire, trading standards, social services, courts, members of the public, environmental health, planning.	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	process scrap metal act	Yes	Yes	Yes (1-50)	Yes (1-50)	4		Legal Obligation	Legal Obligation	scrap metal act 2013	2		Yes	No	Yes	Yes	Yes	scrap metal act 2013	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants. Police, planning, Members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	Hackney Carriages and private hire	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Legal Obligation	Legal Obligation	Town clauses act 1847 local gov misc act 1976	2		Yes	No	Yes	Yes	Yes	Town clauses act 1847 local gov misc act 1976	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, fire, trading standards, social services, members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	Process animal welfare act	Yes	Yes	Yes (1-50)	Yes (1-50)	4		Legal Obligation	Legal Obligation	animal welfare 2006	2		Yes	No	Yes	Yes	Yes	animal welfare 2006	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, environmental health, RSPCA,Members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing

o t t e r n a t i o n a l	Massage and special treatment	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Legal Obligation	Legal Obligation	Nottinghamshire county council act 1985	2		Yes	No	Yes	Yes	Yes	Nottinghamshire county council act 1985	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, environmental health, members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	tattooing and cosmetic piercing	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Legal Obligation	Legal Obligation	Local Gov misc prov act 1982	2		Yes	No	Yes	Yes	Yes	Local Gov misc prov act 1982	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, environmental health, members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	mobile homes	Yes	Yes	Yes (1-50)	Yes (1-50)	4		Legal Obligation	Legal Obligation		2		Yes	No	Yes	Yes	Yes	Mobile Homes act 2013	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, environmental health, members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing
	Sexual entertainment venues	Yes	Yes	Yes (1-50)	Yes (1-50)	4		Legal Obligation	Legal Obligation		2		Yes	No	Yes	Yes	Yes	Local Gov misc prov act 1982	1		Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applications are received and processed in line with legislation. The data entered on civica and updated regularly.	Applicants, police, environmental health, members of the public	life of the licence plus 6 years	All matters processed through civica will have triggers for destruction - physical files confidentially shredded after requisite retention period	Civica and access controlled filling cabinets	Electronic	Physical and electronic	Licensing, environmental health and Private sector housing

Data Description							Legal Reason for Processing														Data Processing								
Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk		Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with
Cultural Services	Processing Participant Data including Sensitive Personal Data (data concerning health)	Yes	Yes	Yes (101-1000)	Yes (1-50)	6		Contract	Explicit Consent		2		Yes	Yes	Yes	Yes	Yes		0		Consent forms for activities	Data Subject or their parent or school	MDC colleagues or contractors	6 years	Manual delete	MDC Shared files			Agencies, schools, MDC colleagues
	Ticketing CRM System	Yes	Yes	Yes (1001+)	Yes (1001+)	10		Contract	Explicit Consent		2		Yes	Yes	Yes	Yes	Yes		0		Customer booking records including personal details and addresses for ticketing and marketing	Data subject or MDC colleague	Suppliers or contractors	10 Year		Ticketsolve			Ticketsolve and external companies
	Commercial Sales	Yes	Yes	Yes (1001+)	No	6		Contract	Explicit Consent		2		Yes	Yes	Yes	Yes	Yes		0		Customer credit card details for payments for merchandise, confectionary and bar	Data subject via their bank	NA	6 years	Manual delete	Square Pay			NA
	Promotor Data and Contracts with Promotors	Yes	Yes	Yes (101-1000)	No	5		Contract	Explicit Consent		2		Yes	Yes	Yes	Yes	Yes		0		Details of promotors which is used to programme events and exhibitions	MDC colleague input	NA	6 years	Manual delete	MDC Shared files			NA
	Volunteer Registration Forms (data concerning health)	Yes	Yes	Yes (101-1000)	No	5		Contract	Explicit Consent					Yes	Yes	Yes	Yes	Yes			Registering volunteers	MDC Officer or Data subject	NA	6 years	Manual delete	MDC Shared files			NA

Data Description							Legal Reason for Processing														Data Processing								
Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk		Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with
	Food Bank referrals- food support	Yes	No	Yes (1-50)	Yes (51-100)	4		Contract	N/A		1		No	Yes	No	Yes	Yes		2		Resident approaches MDC officer for food bank referral. MDC officer completes online referral form over the phone or in person through online Trussel Trust portal.	Individual	Trussel Trust			Not stored	Electronic		Trussel Trust



L e i s u r e	Fuel Bank referrals- utility support	Yes	No	Yes (51-100)	Yes (51-100)	5		Contract	N/A		1		No	Yes	No	Yes	Yes		2		Resident approaches MDC officer for support gas and electric. If eligible, MDC officer completes an online referral form on Auriga Portal to submit referral.	Individual	Auriga/ Fuel Bank Foudnation	6 months once the Household Support Fund phase has finished.	Automated emails referral forms are deleted at the end of each Household Support Fund phase.	Automated email referral forms kept in completed folder in Household Support Fund Outlook folder until end of funding period and then deleted.	Electronic		Auriga/ Fuel Bank Foundation
	Household Support Fund	Yes	Yes	Yes (51-100)	Yes (51-100)	6		Contract	N/A		1		No	Yes	No	Yes	Yes		2		Receive referral from community and voluntary partners, through an online referral form which generates automated email to Household Support Fund inbox. Use information received to complete online referral form to NCC.	Individual or community and voluntary referring partners	Nottinghamshire County Council	6 months once the Household Support Fund phase has finished.	Automated emails referral forms are deleted at the end of each Household Support Fund phase.	Automated email referral forms kept in completed folder in Household Support Fund Outlook folder until end of funding period and then deleted.	Electronic		Health & Wellbeing Team
	Grant Aid Scheme	Yes	No	Yes (1-50)	Yes (1-50)			Contract	N/A				No	Yes	No	Yes	Yes		2		grant funding application forms	external partners/ individuals	finance	6+ current	delete files	J drive on hard drive	Electronic		audit/ finance
	School Sports Partnership database	Yes	No	Yes (1-50)	Yes (1-50)			Consent	N/A				No	Yes	No	Yes	Yes		2		contact details of partners	external	share with other partners as required	Reviewed and updated anually or as required	delete files	J drive on hard drive	Electronic	only shared when required	other partner as required
	Sports Club contacts	Yes	No	Yes (1-50)	Yes (1-50)			Consent	N/A				No	Yes	No	Yes	Yes		2		Contact details of local clubs representatives	external clubs	share with partners/ officers when required	Reviewed and updated anually or as required	delete files	J drive on hard drive	Electronic	Only share when required	Other partners/ officers as required
	International Sports Pass Applications	Yes	No	Yes (1-50)	Yes (1-50)			Contract	N/A				No	Yes	No	Yes	Yes		2		Contact details of applicant for the grant	individuals	share with Serco Leisure LTD to activate passess	6+ current	delete files	J drive on hard drive	Electronic		share with Serco Leisure each time if applicant has been successful
	Bellamy Insight residents contacts	Yes	No	Yes (1-50)	Yes (1-50)			Consent	N/A				No	Yes	No	Yes	Yes		2		basic data of individuals from meetings consultations etc	individuals	Not fully shared	annually	delete files	J drive on hard drive	Electronic		other partners but not personal data
	Bellamy Insight contacts	Yes	No	Yes (1-50)	Yes (1-50)			Consent	N/A				No	Yes	No	Yes	Yes		2		Partner organisation contact details	partners	share with other partners and individuals	annually	delete files	J drive on hard drive	Electronic		Share with other partners and individuals if required
	Health Development partnership contacts	Yes	No	Yes (1-50)	Yes (1-50)			Consent	N/A				No	Yes	No	Yes	Yes		2		Partner organisation contact details	partners	share with partners/ officers when required	annually	delete files	J drive on hard drive	Electronic		Share with partners and officers as required
	Breastfeeding Friendly accredited organisations	Yes	No	No	No			Contract	N/A				No	No	No	Yes	Yes		3		Organisations contact details that have expressed interest or have applied for the accreditations. Accreditations results	Individuals on result of accreditation	Individuals on result of accreditation	annually	delete files	J drive on hard drive	Electronic		Share with individuals

Data Description							Legal Reason for Processing														Data Processing									
Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automatic decision Making / profiling	Comments (If answered no, comply or explain)	Risk		Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	
	CCTV footage - Mansfield District Council Scheme & Contracted Clients i.e. Amber Valley Borough Council, NCC, DWP, East Midlands Railways (Including redeployable cameras	Yes	No	Yes (1-50)	Yes (1-50)			Public Task	Substantial Public Interest		1											Data is transferred onto a secure server contained within the MDC Civic Centre. The technical settings are configured to delete footager after 30 days, on a rolling basis, unless there is justifications logged to transfer this into a secure IT vault within the Fusion management system. In this caese, footage is kept for no longer than 6 months unless data users make specific justifiable requests to hold data for longer. In this case, communication is made to the MDC Data	Stored on Fusion software within the CCTV control room	First through to the IG team for review, followed by a full response to Data Subject.	30 days unless requested for transfer into evidence vault	The CCTV system is techically configured to overwrite data automatically.	Stored on Fusion software within the CCTV control room	Electronic	High definition, colour moving images generated electronically showing evidence of person/s, VRM's and incidents	CCTV Manager and team



CCTV	Operator Daily Activity Logs	Yes	No	Yes (1-50)	Yes (1-50)	3		Public Task	Administration of Justice		0		Yes	No	No	No	No	RTBF - Information on will be retained for 3 years following full response issued.	4		Paper daily logs are hand-written by operators, signed and filed within the CCTV control room, which is secured by Co-Tag auditable access control. Documents are filed manually and stored in monthly folders	Stored within the secure CCTV control room	First through to the IG team for review, followed by a full response to Data Subject and ICO.	3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have been fully responded to within the last 3 years will be deleted.	Stored within the secure CCTV control room	Physical		IG and Legal Team
	Digital database incident logs	Yes	No	Yes (101-1000)	Yes (101-1000)			Public Task	Administration of Justice		0									Incident descriptions are digitally created and stored within the Fusion management system and usually contain minimal personal data based on incidents observed via cameras under the operators control. Incidents are mostly dealt with by other stakeholders, who provide more detailed reports. CCTV database entries are mainly used to acknowledge the types of incidents covered to justify continued value of the cameras positions.	CEO and/or senior management team within MDC. Presented to Magistrates during application process.		3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have been fully responded to within the last 3 years will be deleted.		Electronic			
	Incident Logs	Yes	No	Yes (101-1000)	Yes (51-100)			Public Task	Administration of Justice		0									IT entry completed by CCTV operators on a daily, shift basis			3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have been fully responded to within the last 3 years will be deleted.		Electronic			
	RIPA Applications	Yes	No	Yes (1-50)	Yes (1-50)			Legal Obligation	Administration of Justice	RIPA	1										Word documents are saved on the secure MDC network and transferred by secure email to necessary, restricted recipients.						Electronic		

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Service Area	Activity description	IAR ID number (Record Type)	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automated decision Making / profiling	Comments (If answered no, comply or explain)	Risk		Description of processing	Data Received from	Do you have a Information Sharing Agreement (ISA)?	Retention period	Destruction Process	Where stored/Access control	Format	Information Asset Owner	Overall Risk
Community Protection and ASB	Complex Case Panels	electronic action plans	Yes	No	Yes (101-1000)	Yes (1-50)	5		Public Task	Substantial Public Interest	Various legislation	#REF!		Yes	No	Yes	No	No	Safeguarding and resolving complex cases	3		electronic action plan	Police, Internal departments, tenants.	No	7 years	manual process deleting electronic file	Permission protected electronic file	Electronic	Casework Officer and Manager	#REF!
	Priority area action plans	electronic action plans	Yes	No	Yes (101-1000)	Yes (1-50)	5		Public Task	Substantial Public Interest	Various legislation	#REF!		Yes	No	Yes	No	No	legal process and area improvement	3		electronic action plan	Police, Internal departments, tenants.	No	7 years	manual process deleting electronic file	Permission protected electronic file	Electronic	Casework Officer and Manager	#REF!
	Enforcement	Service request case management records	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Public Task	Legal Proceedings	Various Legislation including Environmental Protection Act 1990 and Antisocial behaviour Policing Crime Act.	#REF!		Yes	No	Yes	No	No	legal process	3		service request investigations	Members of the public, MDC departments, Partner organisations.	Yes	7 years	manual process deleting electronic file	Jadu, ECINS, password protected and excel file with permissions.	Electronic	Officers and Managers	#REF!
	CSP duties	Paper and electronic	Yes	Yes	Yes (1001+)	Yes (1-50)			Legal Obligation	Legal Obligation	Stat duty for partnership	#REF!		Yes	No	Yes	No	No	Legal process, criminality and safeguarding	3		Data storage for all duties under CSP	Members of the public, MDC departments, Partner organisations.	Yes	7 years or life	Delete electronic files and manually destroy	Sharepoint electronic records, notebooks, ECINS and Jadu database	Physical	Officers and Managers	
	Immediate Justice	Electronic case files	Yes	Yes	Yes (1-50)	Yes (1-50)			Public Task	Administration of Justice	Alternative to enforcement action	#REF!		Yes	Don't know	Yes	No	No		4		Electronic files	Police, Internal and external departments	Yes	7 Years	manual process deleting electronic file	Permission protected electronic file	Electronic	Officers and Managers	
	Waste Inspections	Word document / database entry	Yes	Yes	Yes (51-100)	Yes (1-50)	5		Public Task	Legal Proceedings	Legislation including EPA 1990	#REF!		Yes	No	Yes	No	No	Legal process	3		Trade waste inspections or service request	Members of the public, MDC departments, Partner organisations.	No	7 years	manual process deleting electronic file	Sharepoint electronic records, ECINS and Jadu database	Electronic	Officers and Managers	#REF!
	FPNs	Paper and electronic	Yes	No	Yes (1001+)	Yes (1-50)	6		Public Task	Legal Proceedings	Legislation including EPA and ASB, Policing Crime Act	#REF!		Yes	No	Yes	No	No	Legal Process	3		Issuing Fixed Penalty notices	Members of the public, MDC departments, Partner organisations.	No	7 years	Delete electronic files and manually destroy FPN books	Sharepoint electronic records, ECINS and Jadu database	Physical	Casework Officer and Manager	#REF!

	Physical Evidence	Paper	Yes	Yes	Yes (1001+)	Yes (1-50)	7		Public Task	Legal Proceedings	Various legislation	#REF!		Yes	No	Yes	No	No	Evidence for legla process	3		Evidence found and written by officers such as PACE notepad and letters found in waste	Members of the public, MDC departments, Partner organisations.	Yes	7 years	Physical destruction	Stored in locked cuboards or on person	Physical	Casework Officer and Manager	#REF!
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Service Area	Data Description							Legal Reason for Processing												Data Processing								
	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)		Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments
Marketing and communications	Photo consent	Yes	Yes	Yes (101-1000)	No	3		Consent	Explicit Consent	Jadu record	2		Yes	Yes	Yes	Yes	Yes	0		Online form held in Jadu	Parent / carer or young or vulnerable people. Individual featured in shot	MDC website to Jadu	12	Delete				IT
	Photo consent	Yes	Yes	Yes (101-1000)	No	3		Consent	Explicit Consent	Photo consent form	2		Yes	Yes	Yes	Yes	Yes	0		J drive	Parent / carer or young or vulnerable people. Individual featured in shot	PR email	12	Delete	MDC server	Electronic		
	Media requests and statements	Yes		Yes (101-1000)	No	4		Legitimate Interests	Already Public	For example the names of people who have been prosecuted under the EH act those names are already ready out in court	2		Yes	Yes	Yes	Yes	Yes	0		Held in back office system on Vuelio	Journalist and enquirer	Vuelion database	3	Delete	Cloud	Electronic		
	Competition entries	Yes	Yes	Yes (101-1000)	No	5		Consent	Explicit Consent	Mailchimp survey or Snap Surveys	2		Yes	Yes	Yes	Yes	Yes	0		Held on Mailchimp	Public	Mailchimp database	6	Delete	Cloud	Electronic		Marketing and Comms/BTU
	Feedback forms (events)	Yes	Yes	Yes (1-50)	No	3		Public Task	Explicit Consent	Mailchimp survey or Snap Surveys	1		Yes	Yes	Yes	Yes	Yes	0		Snap survey database held in by BTU	Public	CSV database on Snap	6	Delete	Cloud	Electronic		BTU
	Trader and stall holder certification	Yes	No	Yes (51-100)	No	3		Contract	Legal Obligation	Health and Safety	2		Yes	Yes	Yes	Yes	Yes	0		J drive	Contractor	Events and promotions email	6	Delete	MDC server	Electronic		Licensing
	Event organiser bookings	Yes	No	Yes (101-1000)	No	4		Contract	Legal Obligation	Health and Safety	2		Yes	Yes	Yes	Yes	Yes	0		Jadu record stored and retained as per policy	Event organiser	Jadu	6	Delete	Cloud	Electronic		#REF!
	Supplier and contractor list	Yes	No	Yes (1-50)	No	2		Contract	Legal Obligation	Health and Safety	2		Yes	Yes	Yes	Yes	Yes	0		J drive	Supplier	N/a	6	Delete	MDC server	Electronic		N/a
	School mailing list	Yes	No	Yes (51-100)	No	3		Public Task	Already Public		1		Yes	Yes	Yes	Yes	Yes	0		Shared drive	School	Marketing and communications	6	Delete	MDC server	Electronic		N/a
	Ticket Solve - Ticket bookings	Yes	Yes	Yes (1001+)	No	5		Contract	Explicit Consent	Ticket solve database	2		Yes	Yes	Yes	Yes	Yes	0		Ticket solve database	Customer	Ticket solve database	6	Delete	Cloud	Electronic		Cultural Services

Data Description								Legal Reason for Processing														Data Processing							
Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk		What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk		Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk		Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with
C u s t o m e r  S e r v i c e s	general enquiry/service request	Yes	No	Yes (1001+)	Yes (51-100)	7		Public Task	Explicit Consent	Customers usually state if they have a protected characteristic	1		Yes	Yes	Yes	Yes	Yes	cases are manually reviewed, processed and closed when completed	0		manage and report customer enquiries/requests for example missed bins, repair. Entered onto corporate reporting system Jadu	Members of the Public	Service managers and operational teams	currently indefinite as reported on Jadu		on Jadu electronically, accessible by all relevant services	Electronic		all Services
	complaints	Yes	Yes	Yes (101-1000)	Yes (51-100)	7		Public Task	Explicit Consent	Customers usually state if they have a protected characteristic	1		Yes	Yes	Yes	Yes	Yes	cases are manually reviewed, processed and closed when completed	0		Customer complaint regarding service received. Entered onto Corporate system Jadu and investigate and respond	Members of the Public	Service managers, Customer Services	currently indefinite as reported on Jadu. Paperwork and stored files within 3 years		on Jadu electronically, accessible by all relevant services		both	All services
	Ombudsman	Yes	Yes	Yes (51-100)	Yes (1-50)	5		Public Task	Legal Obligation	Customers usually state if they have a protected characteristic	1		Yes	Yes	Yes	Yes	Yes	Each case is reviewed on individual basis	0		customer refers their complaint to Ombudsman and Council investigate and respond	Local government Ombudsman receives complaint from Customer	Ombudsman and Customer SVS manager	3 years	Paper copies shredded and electronic files deleted	shared electronic file with Dem SVS and Customer SVS manager. Some paper copies of correspondence		both	Dem Svs
	Post room	Yes	No	Yes (51-100)	Yes (1-50)	4		Public Task	Explicit Consent	handling both incoming and outgoing mail	1		Yes	Yes	Yes	Yes	Yes	n/a	0		Incoming and outgoing mail distributed through Post Room	members of the public, other organisations	Service areas	2 year for tracked mail		details not stored only for recorded deliveries and valuables		both	all services where appropriate



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Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Information Asset Owner	Accessed by/Shared with	Risk
Private Sector	Grants	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Contract	Explicit Consent		2	Yes	Yes	Yes	Yes	Yes		0	Referral form received from OT, case created on Civica	OT's, Client self referral, Social Workers, Hospitals, MDC	OT's, Contractors, MDC Colleagues, Clients	10	Used Civica for 5 years, paper files disposed of in confidential waste	Civia access levels for different staff, Password protected, etc.	Electronic		Private Sector Housing Manager	Private sector Housing Team	####
	Enforcement	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Consent	Legal Obligation		2	Yes	Yes	Yes	Yes	Yes		0	Delivering and investigating statutory responses	Clients, Landlords, Councillors, Outside agencies	Clients, Landlords, Councillors, Outside agencies	7	Used Civica for 5 years, paper files disposed of in confidential waste	Civia access levels for different staff, Password protected, etc.	Electronic		Private Sector Housing Manager	Private sector Housing Team	####

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Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automatic decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Information Asset Owner	Accessed by/Shared with	Risk	
Housing Need	ASSIST - Telecare & Emergency Service	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Contract	Explicit Consent		2	Yes	No	Yes	Yes	No	RTBF - Information will be retained for 7 years as financial. Automated Decision Making is not part of this process.	2	personal data and Health details and next of kin, emergency contacts collected and installed onto Tunstall PNC system which holds all details so can assist with responding to emergency calls.	Client, clients family, health professionals, other agencies such as NHS, social care	Emergency Services/NHS/Tunstall/Finance	As long as the Client is alive or moves from support service then all information deleted from PNC but if had any chargeable services this information would be retained for 6 years as per retention policy	Deleted from electronic systems and paperwork shredded	Paperwork held on schemes, Data inputted onto PNC, Name, address and contact numbers kept on Jdrive	Electronic	Physical and electronic	Housing Operations Manager	Client, clients contacts, Tunstall, Emergency Services Relevant MDC Staff	###	
	ASSIST - Sheltered Housing Support	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Contract	Explicit Consent		2	Yes	No	Yes	Yes	No	RTBF - information retained while ever they are tenants, due to signing contract. Automated Decision Making is not part of this process.	2	Needs and risk assessments running notes of any issues interactions had with clients and other agencies. Case notes.	Housing systems, letting list, client, clients family, agencies involved	NHS, Social Care, Emergency Contacts, Finance	As long as the Client is alive or moves from support service then all information deleted from PNC but if had any chargeable services this information would be retained for 6 years as per financial retention policy	Deleted from electronic systems and paperwork shredded	Paperwork held on schemes, Data inputted onto PNC, Name, address and contact numbers kept on Jdrive	Physical	Physical and electronic	Housing Operations and Safeguarding Manager	Client, clients contacts, Tunstall, Emergency Services Relevant MDC Staff	###	
	ASSIST - Hospital Discharge	Yes	Yes	Yes (101-1000)	Yes (1-50)	6	Contract	Substantial Public Interest		1	Yes	No	Yes	Yes	No	RTBF- information destroyed when refused or no longer require service. Automated Decision Making is not part of this process.	2	Assessment forms, case notes	NHS refer to us for safe and well checks, lifelines, keysafes	NHS, Social Care, Emergency Contacts	As long as the Client is alive or moves from support service then all information deleted from PNC but if had any chargeable services this information would be retained for 6 years as per financial retention policy	Deleted from electronic systems and paperwork shredded	If in sheltered housing paperwork held on schemes, if on telecare data also inputted onto PNC. In all cases Name, address and contact numbers and case notes kept on Jdrive	Electronic	Physical and electronic	Housing Operations and Safeguarding Manager	Client, clients contacts, Tunstall, Emergency Services Relevant MDC Staff	###	
	Facilitating Tenancy Agreement	Yes	Yes	Yes (1001+)	Yes (1001+)		Contract	Explicit Consent	Legal obligation under the Housing Act 1985			Yes	No	Yes	Yes	No			People sign up for social Housing with the Council, This is facilitated through a Tenancy Agreement, including but not limited to; upkeep of property, Housing management, surveys, ASB, collection of rent.	Data Subject themselves, or another authority in the instance of mutual exchange.	DWP, Police, Legacy Housing benefit, MASH, other Local Authorities, Repairs Service, Complaints Team, contractors.	Retained for 6 years following the termination of tenancy, or last action taken on Housing account.	Housing Management System, notifies Housing Team when old tenancy is ready to review. Human checks relevant file to determine if documents should be destroyed.	Store Cubboard in Civic Centre, QL system, S/Drives Housing Section, JADU,	Electronic	Physical and electronic	Teanncy Services Manager	Client, clients contacts, relevant MDC staff, contractors.	
	Handyperson Service	Yes	No	Yes (101-1000)	Yes (1-50)	5	Contract	N/A			1	Yes	No	No			RTBF - Information will be retained for 7 years as financial. Automated Decision Making is not part of this process.	2	Handyperson request form, signed consent on completion of works	Staff, clients	Finance	Any chargeable jobs the information is retained for 6 years as financial retention policy	Deleted from electronic systems and paperwork shredded	Paperwork held at Poppyfields office, information also stored on Jdrive	Physical	Physical and electronic	Housing Operations and Safeguarding Manager	Client, clients contacts, relevant MDC staff	###



Service Area	Activity description	Data Description				Risk		Legal Reason for Processing											Data Processing									
		Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?			What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)		Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with
Crematorium and Cemetries	Facilitating a Burial	Yes	No	Yes (1001+)	No	5		Legal Obligation		Burial Act 1880. Religious beliefs of the deceased detiled on interment form but not stored.	1	Yes	Yes	Yes	Yes	Yes	Statutory requiremntn to retain applicant information.	0	statutory forms and instruction form received from funeral director. Information is inputted into the BACAS electronic system and paper copies are retained	Funeral director or arranging family if not using a funeral director	data is not sent on to anyone else. Details of the deceaseda re public record but the applicant for the serice isnt.	15 years	Annually in January paperwork is reviewed and old paperwork destroyed	Secure storage	Physical		N/A	####
	Facilitating a Cremation and strewing Service	Yes	Yes	Yes (1001+)	Yes (1001+)	10		Legal Obligation	Legal Obligation	Cremation Act 1902. special category information retained of the	2	Yes	Yes	Yes	Yes	Yes	Statutory requiremntn to retain applicant information	0	statutory forms and instruction form received from funeral director. Information is inputted into the BACAS electronic system and paper copies are retained	Funeral director or arranging family if not using a funeral director	data is not sent on to anyone else. Details of the deceaseda re public record but the applicant for the serice	6 Years	Annually in January paperwork is reviewed and old paperwork destroyed	Secure storage	Physical		N/A	####
	Memorial Application including Public Spaces	Yes	No	Yes (1001+)	No	5		Contract		Information retained for the period of a lease which varies depending on the memorial	1	Yes	Yes	Yes	Yes	Yes	data retained for the period of the lease.	0	Forms received from the applicant to apply for a memorial. Data input onto the BACAS system and then paper copies stored for the period of the lease.	Family of the deceased	Not sent elsewhere	Retained for the length of the lease which could be either 5 or 10 years. This can roll infor further years so data would be detained for the duration	destroyed at the end of the lease period but unsure if they should be retained for a further period.	Secure storage	Physical		N/A	####
	Memorial permit application	Yes	No	Yes (1001+)	No	5		Contract		Headstone and kerbs set applications	1	Yes	Yes	Yes	Yes	Yes	Informtion received from a memorial mason on behalf of the applicant. Data stored by MDC in relation to erected Headstones and the necessary permission sought to issue a permit.	0	Forms for memorial application received from memorial mason and physical copy of the form retained once processed. Compelted copies sent back to memotial mason	Memorial masons	Returned to meorial mason	Retained for the length of the right of butial which can be indefinitely, 75 years or 50 years depending on the time at which the deed was purchased.	N/A	Secure storage	Physical		N/A	####
	Public Health Burials and management of deceased Estate	Yes	Yes	Yes (101-1000)	Yes (1-50)	6		Legal Obligation	Legal Obligation	Section 46 - Public Health Act		Yes	No	Yes	Yes	Yes			MDC facilitating public health funerals, where families are unable or refuse to.	Relatives, police, and coroner	Service provided to ADC, ADC are sent their data.	15 years	Reviewed on annual basis and destroyed appropriately.	Secure storage	Physical	Electronic records held in Department Shared Drive.		####
	Exhumation	Yes	Yes	Yes (1-50)	No	3		Legal Obligation	Legal Obligation	Cemetries Act		Yes	No	Yes	Yes	Yes			The process of exhuming a body from a grave.	Relatives / Next of Kin	Ministry of Justice, applicants	15 years	Reviewed on annual basis and destroyed appropriately.	Secure storage	Physical	Electronic records held in Department Shared Drive.		

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Waste	Domestic Waste Collections	Yes	Yes	Yes (1001+)		6	Public Task		Bin collections including clinical waste and assisted collections.	0	Yes	Yes	Yes	Yes	Yes		0		Bin collections, members of public can make requests to return for missed bins and to report problem with damaged bins etc Clinical collections for health reasons including health care forms being submitted	Jadu, spreadsheets and drivers sheets on the HLD Drive and access databases for clinical, paper copies for some forms like healthcare forms		6 years	Confidential waste bin/Delete from drive	Paper copies in cabinet, Jadu and on our drives.				
	Waste Transfer Station / Trade waste contracts (Private Businesses)	Yes	Yes	Yes (1001+)		6	Contract		Bin collections including clinical waste and assisted collections.	1	Yes	Yes	Yes	Yes	Yes		0		Waste Transfer, Businesses can make requests for collection of trade waste	Jadu, spreadsheets and drivers sheets on the HLD Drive and access databases for clinical, paper copies for some forms like healthcare forms		6 years	Confidential waste bin/Delete from drive	Paper copies in cabinet, Jadu and on our drives.				

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Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	Risk
Fleet	Logging Drivers Hours - Digi-Tacho	Yes	No	Yes (1001+)	No		Legal Obligation	N/A			Yes	Yes	Yes	Yes	Yes			The process of recording drivers hours	Digi-Tacho		6 years			Electronic			
	Casual use of Company vehicles	Yes	No	Yes (1001+)	No		Contract	N/A			Yes	Yes	Yes	Yes	Yes			The process of using a company vehicle	Employee		6 years			Electronic			
	Private/taxi MOT Service	Yes	No	Yes (1001+)	No		Contract	N/A			Yes	Yes	Yes	Yes	Yes			The process of using a company vehicle	Employee		6 years			Electronic			

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Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	Risk
PARKS	Parks customer agreements including allotments	Yes	No	Yes (101-1000)		4	Contract			1	Yes	Yes	Yes	Yes	Yes		0	Customer applying/signing for allotment, sports booking.	Emails		6 years	Confidential waste bin/Delete from drive	Paper copy in folder				
	Sports clubs details	Yes	No	Yes (1-50)		2	Contract			1	Yes	Yes	Yes	Yes	Yes		0	Details of football teams, bowls teams who use our parks.	Forms completed, sent back via email or paper copy in post.		6 years	Confidential waste bin/Delete from drive	Paper copy in folder				
	Friends Groups	Yes	No	Yes (1-50)		2	Consent			1	Yes	Yes	Yes	Yes	Yes		0	Volunteers to help little picking on parks and streets in the community	Emails		6 years	Delete from emails/drive	Emails/Drive				
	Parks Leases (burger vans etc)	Yes	No	Yes (1-50)			Contract				Yes	Yes	Yes	Yes	Yes						6 years	Delete from emails/drive	Emails/Drive				

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TOWN CENTRE	Trader Application info collection	Yes	No	Yes (1-50)	Yes (1-50)	3	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Application filled in and saved to hard drive	Applicant	other councils if applicable	3 years	folders deleted once trader left has left updated yearly	G drive Markets	Electronic		Admin /Supervisor	####
	Casual traders application	Yes	No	Yes (1-50)	Yes (1-50)	3	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Application filled in and saved to hard drive	Applicant	other councils if applicable	3 years	Folders deleated once trader has left updated yearly	G drive Markets	Electronic		Admin/Supervisor	####
	Traders complete info ie liability insurance doc	Yes	No	Yes (1-50)	No	2	Legal Obligation	N/A		1	Yes	Yes	Yes	Yes	Yes		0	info stored in individual folders per trader	Trader	n/a	3 years	Folders deleated once trader has left updated yearly	G drive Markets	Electronic		Admin/Supervisor	####
	Shop mobility Application Form	Yes	Yes	Yes (51-100)	No	4	Legal Obligation	Legal Obligation		2	Yes	Yes	Yes	Yes	Yes		0	data base for mobility scooter's	Applicant	n/a	3 years	removal from database	G drive Markets	Electronic		Admin/Supervisor	####
	Green bags Receipts	Yes	No	Yes (51-100)	No	3	Legal Obligation	N/A	receipt book stored in locked cabinet	1	Yes	Yes	Yes	Yes	Yes		0	invoice receipts	customer	Waste Management	6 years	confidential waste	in a locked cabinet	Physical		Admin	####
	Car Parks (Third Party Facilities and enforcement)	Yes	No	Yes (1001+)	Yes (1-50)	6	Contract	N/A		1	Yes	No	No	No	Yes			NCC have contract for parking encorfement in Mansfield, They issue fines and payment to MDC. MDC process parking passes for town centre car parks (off street).	NCC, or customer	MDC	6 years	Management and destroyed in line with retention policies by NCC	NCC software 'chipside'	Physical		Admin	####
	Changing Place (disabled support for toilets)	Yes	Yes	Yes (1-50)	No	3	Contract	Explicit Consent		2	Yes	Yes	Yes	Yes	Yes			Customers with specific disabilities that require changing place facilities in MDC Town Centre. Customers are provided with a FOB to access toilets.	Customer	All processed through JADU system	Proof of disability destroyed after 6 weeks, the request itself is retained on JADU.	Proof of disability documents are regularly reviewed and destroyed once FOB is issued after 6 weeks.	JADU	Electronic		Admin	####



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Information Governance	Data Protection - Subject Access Requests	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Consent	Explicit Consent		2	Yes	No	Yes	Yes	No	RTBF - Information will be retained for 3 years following full response issued. Automated Decision Making is not part of this process.	2	Data Subjects make requests under the Data Protection Act. Officers then collate data from multiple departments within MDC, review the infomration, apply redactions were necessary, and release to the data subjects.	Any/all MDC systems and Officers.	First through to the IG team for review, followed by a full response to Data Subject.	N/A	N/A	3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have have been fully responded to will be deleted unless they have been subject to a ICO complaint, in which case the data will be retained for the further 3 years.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	0
	ICO Complaints	Yes	Yes	Yes (1-50)	Yes (1-50)	4	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	Yes	No	No	No	No	RTBF - Information will be retained for 3 years following full response issued.	4	Data Subjects are able to make complaints to the ICO regarding how their data is processed. MDC have an obligation to the ICO to investigate and report findings. As well as impliment and recommended changes to improve service standards.	Any/all MDC systems and Officers.	First through to the IG team for review, followed by a full response to Data Subject and ICO.	N/A	N/A	3 Years in line with ICO recommendations	Documents reviewed on an annual basis. Any requests have have been fully responded to within the last 3 years will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	0
	Data Protection Impact Assessments	Yes	Yes	Yes (51-100)	Yes (1-50)	5	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	Yes	Yes	Yes	Yes	No	No automated decision making for this process	1	MDC Officers, upon starting a new project, have a requirement to complete a DPIA form to provide assurance that data is being managed appropriately. May contain special category data in some instances.	MDC Officers and third party service providers.	IG Team	N/A	N/A	6 Years as per ICO best practice	Documents reviewed on an annual basis. Any requests have have been fully responded to 6 years ago will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	0
	Data Breaches	Yes	Yes	Yes (51-100)	Yes (1-50)	5	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	No	No	No	No	No	Not applicable in order to comply with DPA and obligations to the ICO	5	The Data Protection Officer is informed of all alleged data breaches. An investigation will take place to determine what had happened, and if necessary, the ICO will be informed about the findings is severity meets a certain threshold.	Anyone	IG Team	N/A	N/A	6 Years in line with UK limitations Act.	Documents reviewed on an annual basis. Any requests have have been fully responded to 6 years ago will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	0
	Training and Advice	Yes	Yes	Yes (101-1000)	No	5	Legal Obligation	Legal Obligation	Data Protection Act 2018	2	Yes	Yes	Yes	Yes	Yes		0	MDC officers may ask DPA/GDPR related queries on an ad hoc basis. Member of the IG team will respond providing recommended act. In some instances these may include special category data.	Anyone	IG Team	N/A	N/A	6 Years as per ICO best practice	Documents reviewed on an annual basis. Any requests have have been fully responded to 6 years ago will be deleted.	MDC Systems: Share Drive - Meta data pulled through to case management system Iken.	Electronic		IG and Legal Team	0

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Legal	Litigation	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Legal Obligation	Legal Proceedings		1	Yes	No	No	No	No	Not necessary as undertaking legal proceedings - in line with statutory limitations	4	All litigation within the local authority sphere	Subject themselves, police, social care, oher local authorities, fire service, victim care, witness support, regulators, auditor, members of the public, court service	Data sharing partners - police, social care , hmcts	N/A	Yes	6 years in line with Limitation Act 1980	All litigated matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after appeal period, notebooks	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic	Physical and electronic	IG and Legal Team	1
	Conveyancing/property matters	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Contract	Explicit Consent		2	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	Conveyancing and property transactions including Right to Buy Sales and Acquisitions, Sales, Purchases, Easements, Licences, Leases, Compulsory Purchase, Charges on our register/Grants/General property queries including boundary/party wall/repair and maintenance	Property Services/Housing Services/Individual applicants	Individual applicants/HMLR/Property Services/Housing Services/Planning Services/Local Land Charges/Search providers and consultees	N/A	N/A	Completed transactional document - indefinitely/supplementary documentation after completion 6 years in line with Limitation Act 1980	All matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after requisite retention period	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic	Physical and electronic	IG and Legal Team	0



v a l	Contractual/constitutional matters	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Contract	Explicit Consent		2	Yes	No	Yes	Yes	No	Right to be forgotten cannot be applied due to contractual obligations/No automated decision-making is part of this task	2	All types of contracts including funding agreements, sharing agreements, S106 Agreements, Unilateral Undertakings and service level agreements	All departments of the Council	Individual applicants/NCC/Instructing Departments of the Council/parties to the agreements/Planning Inspectorate	N/A	N/A	Completed transactional document - indefinitely/ 6 years/ 12 years/ the period required by the obligations contained in the agreement /supplementary documentation after completion 6 years in line with Limitation Act 1980	All matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after requisite retention period	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic	Physical and electronic	IG and Legal Team	0
	General Advice	Yes	Yes	Yes (1001+)	Yes (1-50)	7	Public Task	Substantial Public Interest		0	No	No	No	No	No	Covered due to legal confidential privilege/Retained in line with Limitation Act 1980	5	All advice required to the Departments of the Council to enable them to fulfill their statutory duties and functions	All departments of the Council	The Instructing Department/ Agencies where necessary if requirement to do so is triggered i.e police/safeguarding	N/A	Yes	6 years in line with Limitation Act 1980	All matters processed through IKEN will have triggers for destruction - physical files confidentially shredded after requisite retention period	IKEN (safe haven)/basement (access controlled)/locked filing cabinets	Electronic		IG and Legal Team	1

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Service Area	Activity description	Do you collect Personal Data?	Do you collect Special Category Data?	How many peoples data do you store?	How many peoples data do you transfer?	Risk	What is your legal reason for processing Personal and Special Category Data (Part 1)	What is your legal reason for processing Special Category Data (Part 2)	Comments	Risk	Obtain and re-use	Right to be forgotten	Restrict Processing	Right to object	Automation decision Making / profiling	Comments (If answered no, comply or explain)	Risk	Description of processing	Data Received from	Data sent to	Do you have any Data Protection Impact Assessments (DPIAs)?	Do you have a Information Sharing Agreement (ISA)?	Retention period	Destruction Process	Where stored/Access control	Format	Comments	Accessed by/Shared with	Risk
Business Transformation	Surveys & consultations	Yes	Yes	Yes (1001+)	Yes (51-100)	8	Consent	Explicit Consent		2	Yes	Yes	Yes	Yes	Yes		0	Online surveys-data initially held by Snap Survey. We then download an auto-report or full dataset. Some surveys are completed on paper and handed in by post, in person or to a ballot box. Once paper entries are received, they are manually entered into the online survey and the paper form is then destroyed in confidential waste.	Employees, members of the public, stakeholders and partners from other agencies.	Majority of raw data is not shared. Reports/summaries are shared with internal colleagues, in some cases external partners and sometimes the public.	No	No	1-5 years	We adhere to the Council's retention policy. For small scale survey's (such as general feedback for services etc) all data is destroyed a year later. For surveys which have a larger impact (ones which substantially change a service/ cease a service – such as Meden Sports Centre closure) data is kept for 5 years.	Raw data is stored on snapsurvey.com – if this needs to be interrogated it is downloaded and stored temporarily on the p drive with a password. It is then deleted when data interrogation is complete. If for any reason raw data needs to be shared – a password is added and sent to the recipient separately from the document.	Electronic		Majority of raw data is not shared. Reports/summaries are shared with internal colleagues, in some cases external partners and sometimes the public.	4
	Benchmarking research	Yes	No	Yes (51-100)	Yes (51-100)	5	Consent	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Information is gathered from other local authorities about their processes and services via email and stored on a spreadsheet on BTU drive.	Other local authorities	Internal departments	No	N/A	6 years	Deleted from BTU electronic drive. Reminder set for post holder to delete in 6 years.	BTU drive (P drive)	Electronic		Accessed by Business Transformation Employees. Shared with relevant internal departments.	2
	Service reviews, process redesign and other BTU projects.	Yes	No	Yes (51-100)	Yes (51-100)	5	Contract	N/A		1	Yes	Yes	Yes	Yes	Yes		0	Anonymised nformation is obtained from HR or service Managers via email or via direct observations. Recorded within a word document reported, stored on BTU drive.	Internal departments.	Internal departments- Managers of relevant services and CLT.	No	No	6 years	Deleted from BTU electronic drive. Reminder set for post holder to delete in 6 years.	BTU drive (P drive)	Electronic			4

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H R	Recruitment	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Consent	Explicit Consent		2	Yes	Yes	Yes	Yes	Yes		0	Processing of Job applications, references, and interview evaluation forms	Data Subject, past employer, referee, DBS		No	No	Destroy 6 months after recruitment has been finalised (information regarding appointment for successful candidate kept on personel file until 6 years after termination)						4
	Facilitating employee contracts	Yes	Yes	Yes (1001+)	Yes (1001+)	10	Contract	Legal Obligation	employment lawand contract and procedure regulations	2	Yes	No	Yes	No	Yes	1980 UK Limitations Act, must hold data for 6 years plus current year	2	Facilitating employee contracts	Data Subject, Manager, OH, HR, any service responsible for supporting employment	Data Subject, Manager, OH, HR, any service responsible for supporting employment	No	No	Redundancy 6 years following end of employment - Limitations Act 1980						4

	Occupational Health Information	Yes	Yes				Consent	Explicit Consent			Yes	Yes	Yes	Yes	Yes					Yes	Redundancy 6 years following end of employment - Limitations Act 1980, 75 years for front line employees or employees with exposure to dangerous substances.						
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Payroll	Payrolls	Yes	Yes	Yes (1001+)	Yes (101-1000)	9	Contract	Legal Obligation	income tax pay as you earn regulations 2003.	1	Yes	No	Yes	Yes	Yes		1	Facilitating Payroll function at MDC, including tax, national insurance, deductables, pension	Data Subject, HMRC, Pensions Office,	Data Subject, HMRC, Pensions Office,	No	No	6 years	review on annual basis and delete appropriately	Payroll/HR Share Drive	Electronic				4
	Tax Code Notices /P45/P60	Yes	Yes	Yes (1001+)	Yes (101-1000)	9	Legal Obligation	Legal Obligation	income tax pay as you earn regulations 2003.	2	Yes	No	Yes	Yes	Yes		1	Issuing p45/p60 Notices to relevent bodies as per statitory duty.	Data Subject, HMRC,	Data Subject, HMRC,	No	No	6 years	review on annual basis and delete appropriately	Payroll/HR Share Drive	Electronic				4
	HMRC Reports (payments)	Yes	Yes	Yes (1001+)	Yes (101-1000)	9	Legal Obligation	Legal Obligation	income tax pay as you earn regulations 2003.	2	Yes	No	Yes	Yes	Yes		1	Payment Voucher processed through creditor system to make payover to HMRC and pensions.	MDC Produced Data, payroll system	HMRC and Pensions	No	No	6 years	review on annual basis and delete appropriately	Payroll/HR Share Drive	Electronic				4
	Pensionable Pay Reporting Records	Yes	Yes	Yes (1001+)	Yes (101-1000)	9	Legal Obligation	Legal Obligation	LGPS Regulations	2	Yes	No	Yes	Yes	Yes		1	End of financial year annual reporting of earning and contributions to pensions office.	MDC Produced Data, payroll system	Pensions Office	No	No	6 years	review on annual basis and delete appropriately	Payroll/HR Share Drive	Electronic				4