

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager
Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200

Date Updated:
Scheduled Date of Next Review: 7/03/2026
Version Number: 3

Ref	Purpose of Processing	Description of Processing	Format of Data	Categories of Data Subjects	Categories of Personal Data	Does Processing include Special Categories of Personal Data?	Lawfulness of Processing Condition	Processing Activities			Security and Disposal				
								Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)	
Section 1: Adult Care Services															
Part 1: Asylum Seekers															
1.01.01	Provision of advice and support services to Asylum Seekers located within Edinburgh	Record of advice provided and of social work assessment of support needs and agreed support plan	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Nationality; Asylum Status; Family Composition; Health; Support Needs	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 2: Carers															
1.02.01	Provision of social work services to Adult Carers	Record of assessments, advice and support provided to Adult Carers by the Social Work Services	ICT system: Swift Paper based case file	Structured	Carers	Name; Date of Birth; Address; Contact Details; Family Composition; Health; Carers Assessment; Support Needs	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan and the Scottish Govt for the Carers Census	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.02.02	Operation of Shared Lives Service (Adult Fostering)	Record of assessment, advice and support provided to Adult Fostering carers and Adult Fostering Clients	ICT system: Swift Paper based case file	Structured	Carers and Adult Fostering Clients	Name; Date of Birth; Address; Contact Details; Family Composition; Health; Support Needs Assessment; Record of Social Work contacts	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 3: Community Support															
1.03.01	Provision of Day Centre services for older and disabled clients	Record of day centre provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Care / Support Plan; Day Centre Records of Activities; Incident Records	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.03.02	Recruitment of volunteers to work in the community	Volunteer application forms, interview and assessment paperwork, references and PVG paperwork	ICT system: Swift Paper based case file	Structured	Volunteers and Prospective Volunteers	Name; Date of Birth; Address; Contact Details; Volunteer Application Form; References; PVG Membership (Criminal Record); Health	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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1.04.03	Provision of Residential Care service for older and disabled clients	Record of residential care provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.04.04	Provision of Adult Care at Home service for older and disabled clients	Record of Care at Home provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 5: Social Issues														
1.05.01	Provision of Drug Advice and Support Services	Record of service provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.05.02	Provision of Alcohol Advice and Support Services	Record of service provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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1.05.03	Undertaking Drug Treatment & Testing Orders	Record of DTO conditions and of treatment and testing undertaken.	ICT system: Swift Paper based case file	Structured	Individuals who are subject to a Drug Treatment & Testing order	Name; Date of Birth; Address; Contact Details; Health Information; Drug Testing Results; Records of Social Work Contacts; Support Plan	Yes	6(1)(c) Compliance with a legal obligation Criminal Justice (Scotland) Act 2003 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Scottish Court Service	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 6: Supporting Adults															
1.06.01	Provision of social work services for Adults in Edinburgh	Maintenance of Social Work Records for Adult Social Work clients recording social work interventions and contacts with client.	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.06.02	Processing of Self Directed Support Payments	Allocation and payment of self directed support payments for meeting social care needs	ICT system: Swift Paper based case file	Structured	People in receipt of Self Directed Support payments	Name; Date of Birth; Address; Contact Details; Care Plan; Self Directed Payments Award; Payment Details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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1.06.03	Provision of Adult Protection Services	Management of Multi Agency Public Protection Arrangements (MAPPA) for Adults who are identified as being in need of protection	ICT system: Swift Paper based case file	Structured	Clients	Name; Date of Birth; Address; Contact Details; Social Background Information; MAPPA Assessment; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.06.04	Recording of Guardianship Orders in place for older people and clients with mental health issues	Recording of Guardianship Orders relevant to Social Work clients	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Care Plan; Guardianship Order Arrangements; Payment Details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Office of the Public Guardian (OPG)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.06.05	Provision of Blood Based Virus advice and support services	Record of service provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Service delivered by Edinburgh Health & Social Care Partnership. Joint Data Controller is NHS Lothian	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.06.06	Handling of Adult Social Work Complaints	Receipt, investigation and resolution of complaints made about Adult Social Care services	ICT system: Swift Paper based case file	Structured	Complainants	Name; Date of Birth; Address; Contact Details; Details of Complaint; Complaint Investigation; Complaint Conclusion	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years

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1.06.07	Payment for Social Care Packages	Record of payments made in respect of social care packages, including via direct payments where applicable.	ICT system: Swift and Oracle Paper based case file	Structured	Complainants	Name; Address; Contact Details; Package of care details including cost; Payment information including bank account details where needed	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
Part 7: Supporting Disabilities															
1.07.01	Provision of occupational therapy services and aids	Record of assessment of occupational therapy needs, care plan and aids to be provided	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Records of Social Work Contacts; Occupational Therapy Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and 3rd Sector Support Agencies involved in delivering services and aids	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.07.02	Provision of supported living services via SupportWorks Service	Record of service provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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1.07.03	Provision of advice and support to adults with communication impairments	Record of service provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
1.07.04	Provision of advice and support to adults with learning disabilities	Record of service provision including maintenance of client social work records and all associated record keeping	ICT system: Swift Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Private and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Section 2: Children and Family Services															
Part 1: Adoption & Fostering															
2.01.01	Appointment of members of the Fostering & Adoption Panel	Application and appointment process for members of the Adoption and Fostering panel.	ICT system: Swift; Magic Notes Paper based case file	Structured	Panel Members	Name; Date of Birth; Address; Contact Details; Career History; Educational Achievements; Personal Statement; References; PVG Check	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year following end of appointment
2.01.02	Record of enquiries from prospective adopters and foster carers which do not proceed to an application being made	Record of enquiries received from any person interesting in fostering and/or adoption who subsequently does not make an application for approval as a carer.	ICT system: Swift; Magic Notes Paper based case file	Structured	Prospective Carers	Name; Date of Birth; Address; Contact Details; Nature of Enquiry	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year

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2.01.03	Record of enquiries from prospective adopters and foster carers which do not proceed beyond an initial interview.	Record of enquiries received from any person interesting in fostering and/or adoption who subsequently does not proceed with an application following an initial interview.	ICT system: Swift; Magic Notes Paper based case file	Structured	Prospective Carers	Name; Date of Birth; Address; Contact Details; Record of Initial Interview; Record of outcome of initial interview	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year or 10 years
2.01.04	Application for Approval as Adopter or Foster Carer which is unsuccessful	Record of application made for approval as a foster carer or adopter which is unsuccessful.	ICT system: Swift; Magic Notes Paper based case file	Structured	Prospective Carers	Name; Date of Birth; Address; Contact Details; Form 10 Assessment Report; References; Health Checks; PVG Check; Financial Information; Outcome of Approval Application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	25 years
2.01.05	Maintenance of Records for approved Foster Carers including supervision records and fee payment records	Social Work records pertaining to approved Foster Carers including details of family and household composition, previous and current placements, supervision and assessments, observation records, concerns / complaints records and fee payment records	ICT system: Swift; Magic Notes Paper based case file	Structured	Foster Carers	Name; Date of Birth; Address; Contact Details; Form 10 Assessment Report; References; Health Checks; PVG Check; Financial Information; Outcome of Approval Application; Record of Placements made; Supervision / Support Notes; Monitoring & Appraisal records.	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	25 years
2.01.06	Record of approval of adopters who subsequently progress to adopt.	Record of application made for approval as a foster carer or adopter which is successful and for whom a match is made.	ICT system: Swift; Magic Notes Paper based case file	Structured	Adoptive Parents	Name; Date of Birth; Address; Contact Details; Form 10 Assessment Report; References; Health Checks; PVG Check; Financial Information; Outcome of Approval Application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years

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2.01.07	Maintenance of Records of Private Fostering Arrangements	Records of private fostering arrangements made between a person with parental responsibility and another person or people.	ICT system: Swift; Magic Notes Paper based case file	Structured	Private Foster Carers and Children	Name; Date of Birth; Address; Contact Details; Assessment details; References; Health Checks; PVG Check; Placements details;	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
2.01.08	Maintenance of Social Work records for looked after children	Social Work records pertaining to social work involvement in child's life.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients	Name; Date of Birth; Address; Contact Details; Social Background Information; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
2.01.09	Maintenance of Social Work records for children who have been adopted	Social Work records pertaining to social work involvement in child's life.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients	Name; Date of Birth; Address; Contact Details; Social Background Information; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
2.01.10	Operation of birth family contact] service for adopted children	Social Work records pertaining to social work involvement in facilitating contact between an adopted child and their birth parents.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients	Name; Date of Birth; Address; Contact Details; Social Background Information; Record of contact;	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked after Child legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and the Scottish Adoption Register. 3rd Sector Agencies involved in providing support and advice services.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years

Part 2: Child Protection

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
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Date Updated:
Scheduled Date of Next Review: 7/03/2026
Version Number: 3

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <small>(See CEC Records Retention Schedule for further details)</small>
2.02.01	Child protection investigation which results in child not being placed on the Child Protection Register.	Social work records pertaining to investigation undertaken into a child protection incident which results in the child being placed on the Child Protection register.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Child Protection Investigation details; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Child Protection legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Police Scotland and 3rd Sector Support Agencies involved in delivering services and aids	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	35 years
2.02.02	Child protection investigation which results in child being placed on the Child Protection Register.	Social work records pertaining to investigation undertaken into a child protection incident which results in the child not being placed on the Child Protection register.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Child Protection Investigation details; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Child Protection legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and Police Scotland and 3rd Sector Support Agencies involved in delivering services and aids	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 Years
Part 3: Child Minding															
No processing of personal data takes place under this category of activity.															
Part 4: Looked After Children															
2.04.01	Provision of social work services for Looked after Children in Edinburgh	Maintenance of Social Work Records for Looked after Children Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Looked after Children; Family / Household members of child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
2.04.02	Provision of Through Care and After Care support and advice services for Looked after Children in Edinburgh	Maintenance of records of through care and after care advice and support provided to Looked after Children	ICT system: Swift; Magic Notes Paper based case file	Structured	Looked after Children	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Support & Care Plan; Record of advice provided	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and DWP and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
2.04.03	Provision of Children's Rights advice to Looked after Children	Maintenance of records of through care and after care advice and support provided to Looked after Children	ICT system: Swift; Magic Notes Paper based case file	Structured	Looked after Children	Name; Date of Birth; Address; Contact Details; Social Background Information; Views of the child; Record of advice and representation provided	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and 3rd Sector Support Agencies which support the child or with whom the Children's Rights service represents the child's views.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
2.04.04	Managing Child Trust Fund Accounts on behalf of looked after and accommodated children born between 2002 and 2010	Maintenance of records relating to the management of Child Trust Fund Accounts on behalf of looked after and accommodated children	ICT system: Swift; Magic Notes Paper based case file	Structured	Looked after and Accommodated Children	Name; Date of Birth; Address; Contact Details; Child Trust Fund Account details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
2.04.05	Registration of Looked After and Accommodated Children with the Scottish Book Trust for the Dolly Parton Imagination Library project	Registration of children's name, age and address so that they are sent one book per month until they are aged 5.	ICT system: Swift; Magic Notes Paper based case file	Structured	Looked after and Accommodated Children	Name; Date of Birth; Mailing Address	No	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Scottish Book Trust and the Dolly Parton Imagination Library	UK/EEA	No	Yes - the Scottish Book Trust and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

Part 5: Communications
 No processing of personal data takes place under this category of activity.
Part 6: Programme management and development

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No processing of personal data takes place under this category of activity.															
Part 7: Residential Homes															
2.07.01	Maintenance of case files for children looked after in City of Edinburgh Council Care Homes	Record of residential care provision including maintenance of child's social work records and all associated record keeping	ICT system: Swift; Magic Notes Paper based case file	Structured	Children who live in residential homes	Name; Date of Birth; Address; Contact Details; Health Information; Care / Support Plan; Residential Home Records of Activities; Incident Records	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
2.07.02	Maintenance of daily diaries in residential care homes	Record of daily activities and incidents in each residential care home	ICT system: Swift; Magic Notes Paper based case file	Structured	Children who live in residential homes	Name; Residential Home Records of Activities; Incident Records	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
2.07.03	Maintenance of significant incidents records where a child is named within the report	Significant incidents reports are prepared after any incident occurring in a residential home deemed to be of significance.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children who live in residential homes	Name; Date of Birth; Address; Contact Details; Significant Incident Records	Yes	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
2.07.04	Maintenance of visitor book within Residential home	Record of daily visitors to residential care home	ICT system: Swift; Magic Notes Paper based case file	Structured;	Children who live in residential homes; Visitors to Residential Home	Name; Job Title; Purpose of visit	No	6(1)(e) Official Authority vested in the controller (arising from various Looked After Children Social Work legislation)	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 8: Social Issues															
No processing of personal data takes place under this category of activity.															
Part 9: Special Education															
See Section 10: Education for personal data processing undertaken under this category of activity.															
Part 10: Supporting Children															
2.10.01	Maintenance of social work case file for children receiving a service in a Child & Family Centre or Early Years Centre	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	20 years
2.10.02	Maintenance of social work case file for a child looked after at home or subject to a home supervision order	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	48 years

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
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2.10.03	Maintenance of social work case file for a child reporting missing who does not already have a social work file	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
2.10.04	Maintenance of records of children for whom alive and assistance is offered without any extensive social work contact being maintained.	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
2.10.05	Provision of social work services for young carers	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Government and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year

Part 11: Supporting disabilities

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
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Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200 **Version Number:** 3

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2.11.01	Maintenance of social work case file for children receiving a service from the Children with Disabilities Social Work Team	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
2.11.02	Provision of occupational therapy services and aids	Record of assessment of occupational therapy needs, care plan and aids to be provided	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Health Information; Records of Social Work Contacts; Occupational Therapy Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including NHS Lothian and 3rd Sector Support Agencies involved in delivering services and aids	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 12: Training															
No processing of personal data takes place under this category of activity.															
Part 13: Young People's Service (formerly youth offending)															
2.13.01	Maintenance of social work case file for children receiving a service from the Young Peoples Service	Maintenance of Social Work Records recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Children; Families and other Relevant People; Professionals working with the Child	Name; Date of Birth; Address; Contact Details; Social Background Information; Family composition; Health Information; Records of Social Work Contacts; Care Plan; Record of court proceedings; Criminal Justice Orders	Yes	6(1)(e) Official Authority vested in the controller (arising from various Children's Criminal Justice Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA), Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering social work services	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Section 3: Community Safety and Emergencies															
Part 1: Advice															

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
3.01.01	Record of advice given to householders about home safety and fire safety	Details of assessments made and advice offered to clients seeking advice on home and fire safety	ICT System: Northgate Paper based case file	Structured	Householders	Name; Date of Birth; Address; Contact Details; Summary of home circumstances; Details of identified vulnerabilities	No	6(1)(e) Official Authority vested in the controller (arising from various Community Safety legislation)	Other Statutory Agencies including Social Work, Police Scotland and the Scottish Fire & Rescue Service to support provision of required advice.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 2: Community Safety															
3.02.01	Recording of public space CCTV images	Recording of all images captured by CCTV cameras in public spaces across Edinburgh.	ICT System: Council Network	Structured	All people within areas covered by public space CCTV	Images of individuals	Yes	6(1)(e) Official Authority vested in the controller (arising from various Community Safety legislation) 9(2)(h) Provision of social protection services	Police Scotland and the Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 days unless needed for crime prevention / criminal investigation
3.02.01	Record of Environmental Warden investigations	Notes and evidence collected by Environmental Wardens undertaking investigations into littering, graffiti and other matters	ICT System: Northgate Paper based investigation records	Structured	Members of the public who are subject to investigation; Witnesses'	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of actions arising from investigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Community Safety legislation) 9(2)(h) Provision of social protection services	Police Scotland and the Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
3.02.03	Record of Anti Social Behaviour investigations	Notes and evidence collected by Anti Social Behaviour teams undertaking investigations into Anti social behaviour	ICT System: Northgate Paper based investigation records	Structured	Members of the public who are subject to investigation; Witnesses'	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of actions arising from investigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Community Safety legislation) 9(2)(h) Provision of social protection services	Police Scotland and the Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 3: Emergency Service															

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No processing of personal data takes place under this category of activity.															
Part 4: Enforcement															
Activity no longer covered by the Council arising from the Police & Fire Reform (Scotland) Act 2012															
Part 5: Fire Prevention															
Activity no longer covered by the Council arising from the Police & Fire Reform (Scotland) Act 2012															
Section 4 : Consumer Affairs															
Part 1: Advice															
4.01.01	Provision of welfare rights advice	Clients self refer to service and are provided with advice and representation about welfare rights matters.	ICT system: Swift Paper based case file	Structured	Clients	Name; Address; Contact Details; Financial Circumstances; Household Composition; Health information	Yes	6(1)(a) Consent 9(2)(a) Explicit Consent of the Data Subject. Consent has been assessed to be appropriate for this activity using the CEC Consent Worthiness Proforma.	Onward referral to partner agencies if data subject agrees to referral being made.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	7 years
4.01.02	Provision of debt advice	Clients self refer to service and are provided with advice and representation about debt management matters.	ICT system: Swift Paper based case file	Structured	Clients	Name; Address; Contact Details; Financial Circumstances; Household Composition; Health information	Yes	6(1)(a) Consent 9(2)(a) Explicit Consent of the Data Subject. Consent has been assessed to be appropriate for this activity using the CEC Consent Worthiness Proforma.	Onward referral to partner agencies if data subject agrees to referral being made.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.01.03	Provision of public health advice and services to local residents and businesses including pest control	Clients self refer to service and are provided with advice and services relating to public health issues	ICT system: Swift Paper based case file	Structured	Clients	Name; Address; Contact Details; Service requirements; Payment details	Yes	6(1)(e) Official Authority vested in the controller (arising from Public Health legislation)	Onward referral to partner agencies if data subject agrees to referral being made.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 2: Enforcement & Prosecution of Offenders															

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager **Last Reviewed:** 7/03/2024 **Scheduled Date of Next Review:** 7/03/2026
Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200 **Date Updated:**
Version Number: 3

Ref	Purpose of Processing	Description of Processing	Format of Data		Categories of Data Subjects	Categories of Personal Data	Does Processing include Special Categories of Personal Data?	Lawfulness of Processing Condition	Processing Activities			Security and Disposal			
									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
4.02.01	Food Inspection Regime and Food Hygiene Investigations	Statutory inspection of all food business premises based within the City of Edinburgh and of food hygiene issues raised with CEC.	ICT System: Civica App	Structured	Business Owners / Operators	Name; Address; Contact Details; Business Name	No	6(1)(c) Legal Obligation Food Safety Act 1990	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
4.02.02	Investigation of Statutory Nuisance Complaints	Receipt of complaints leads to commencement of investigation. Information gathered by relevant staff.	ICT System: Civica App Paper based investigation records	Structured	Complainants and Subjects of Complaint	Name; Address; Contact Details; Circumstances of Complaint; Response to Complaint	No	6(1)(c) Legal Obligation Environmental Protection (Scotland) Act 1990	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
4.02.03	Regulator for odour release for Seafeld Waste Water Treatment Works	Receipt of complaints leads to commencement of investigation. Information gathered by relevant staff.	ICT System: Civica App Paper based investigation records	Structured	Complainants	Name; Address; Contact Details; Circumstances of Complaint; Response to Complaint	No	6(1)(c) Legal Obligation Water Services etc (Scotland) Act 2005	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
4.02.04	Regulation of Smoke Control Area	Receipt of complaints leads to commencement of investigation. Information gathered by relevant staff.	ICT System: Civica App Paper based investigation records	Structured	Complainants and Subjects of Complaint	Name; Address; Contact Details; Circumstances of Complaint; Response to Complaint	No	6(1)(c) Legal Obligation Clean Air Act 1993	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
4.02.05	Recording of Infectious Diseases Occurrences	Notification of Infectious Disease outbreaks	ICT System: Civica App Paper based investigation records	Structured	Citizens diagnosed with Infectious Diseases	Name; Address; Infectious disease diagnosis; Household Composition; GP Practice Details	Yes	6(1)(c) Legal Obligation Public Health Act 9(2)(b) Social Protection Legal Obligations	NHS Lothian	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	7 years
4.02.06	Investigation and prosecution of offences committed in respect of dangerous and wild animals	Receipt of allegations leads to commencement of investigation. Information gathered by relevant staff.	ICT System: Civica App Paper based investigation records	Structured	Individuals who are subject to investigation	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of actions and prosecution arising from investigation	Yes	6(1)(c) Legal Obligation Dangerous Wild Animals Act 1976 9(2)(b) Social Protection Legal Obligations	Police Scotland and Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	7 years
4.02.07	Issuing of Care Notices about animal health and welfare	Receipt of allegations leads to commencement of investigation. Information gathered by relevant staff.	ICT System: Civica App Paper based investigation records	Structured	Individuals who are subject to investigation	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of actions and prosecution arising from investigation	Yes	6(1)(c) Legal Obligation The Animal Health and Welfare Act (Scotland) 2006 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
4.02.08	Records of Fixed Penalty Notices issued for consumer affairs issues such as waste, litter and dog fouling	Fixed Penalty Notice issued in response to action or inaction observed	ICT System: Civica App Paper based investigation records	Structured	Individual who are subject to a Fixed Penalty Notice being issued	Name; Date of Birth; Address; Contact Details; Circumstances and evidence leading to FPN being issued	Yes	6(1)(e) Official Authority vested in the controller (arising from various Consumer Affairs legislation) 9(2)(h) Provision of social protection services	none	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
4.02.09	Trading Standards Enforcement, Investigations and Prosecutions	Statutory function to deliver a trading standards service to include investigation of specific complaints and other matters, weights and measures violations and all other Trading Standards enforcement.	ICT System: Civica App Paper based investigation records	Structured	Business Owners / Operators; Consumers / Customers	Name; Address; Contact Details; Business Name; Details of complaints and investigation; Investigation findings; Enforcement and prosecution outcomes	Yes	6(1)(e) Official Authority vested in the controller (arising from various Trading Standards and Consumer Affairs legislation) 9(2)(h) Provision of social protection services	Police Scotland, Scottish Court Service, OPSS and Scottish and UK Governments	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
4.02.10	Providing opportunity for traders to participate in the Edinburgh Trusted Trader Scheme	The Council assesses applications made by Traders to join the Edinburgh Trusted Traders Scheme and advises the scheme of relevant information about the Trader	ICT System: Civica App Paper based records	None	Business Owners / Operators;	Name; Address; Contact Details; Business Name; Details of complaints and investigation; Investigation findings; Enforcement and prosecution outcomes	Yes	6(1)(a) Consent Consent has been assessed to be appropriate for this activity using the CEC Consent Worthiness Proforma because membership of the scheme is not compulsory and individual traders opt to do so if they wish	Edinburgh Trusted Traders Scheme	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks Edinburgh Trusted Traders Scheme complaints process and mediation is facilitated by Kent County Council	Once a Trader opts to join the Edinburgh Trusted Trader Scheme, the Data Controller is the Scheme. For some Scheme activities, the Council is a joint data controller	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 3: Environmental Health															
Processing activities undertaken for the purposes of providing and Environmental Health service are detailed in Part 2: Enforcement & Prosecution of Offenders.															
Part 4: Investigations, inspections and monitoring															
4.04.01	Records of general investigations undertaken in respect of consumer affairs matters.	Receipt of allegations leads to commencement of investigation. Information gathered by relevant staff.	ICT System: Civica App Paper based investigation records	Structured	Individuals who are subject to investigation	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of actions and prosecution arising from investigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Consumer Affairs legislation) 9(2)(h) Provision of social protection services	Police Scotland and Scottish Court Service if appropriate	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
4.04.02	Records of covert surveillance undertaken in support of consumer affairs investigations and enforcement.	Record of authorisations sought, authorisations not granted and authorisations granted under RIPSAs for Council Officers to undertake covert surveillance as part of an investigation.	ICT System: Civica App RIPSA Authorisation Paper based investigation records	Structured	Individuals who are subject to covert surveillance authorised via a RISPA Authorisation.	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of authorised surveillance including location, time and duration; Record of actions and prosecution arising from investigation	Yes	6(1)(c) Legal Obligation The Regulation of Investigatory Powers (Scotland) Act 2000 9(2)(b) Social Protection Legal Obligations	Police Scotland and Scottish Court Service if appropriate	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 5: Registration, certification and licensing															
4.05.01	Processing of applications for Civic Licenses (Animals)	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.02	Processing of applications for Civic Licenses (Entertainment)	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
4.05.03	Processing of application for Civic Licenses (Selling, renting & trading)	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.04	Processing of application for Civic Licenses (Taxis and Private Hire)	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.05	Processing of application for Zoo Licenses	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.06	Processing of application for Caravan and Campsite Licenses	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
4.05.07	Processing of application for Cemetery Licenses	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.08	Processing of application for Crematoria Licenses	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.09	Processing of application for Licenses for the sale of explosives	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.10	Processing of application for Alcohol License	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
4.05.11	Processing of application for Petroleum Storage Licenses	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.12	Processing of application for registering a reservoir	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.13	Processing of application for a scaffolding permit a scarp metal license	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
4.05.14	Processing of application for a gambling licenses	Processing of all applications received for license type and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
4.05.15	Processing of application for all other Civic Government licenses types	Application for other licenses such as credit licensing, highway projection licensing, lottery registration and non-medicinal poisons licensing.	ICT System: Civica App Paper based application file	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Civic Licensing legislation) 9(2)(g) Substantial public interest	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on licenses application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Section 5: Council Property															
Part 1: Council property maintenance															
No processing of personal data takes place under this category of activity.															
Part 2: Property acquisition and disposal															
5.02.01	Maintaining records documenting the sale of council property	Documenting the negotiation of a property sale, the purchase process, the property transfer and payment received.	ICT System: Council Network Paper based conveyancing file	Structured	Prospective purchasers of council property; Purchasers of council property	Name; Date of Birth; Address; Contact Details; Proof of Identity Checks; Anti Money Laundering Checks; Details of purchase agreed	No	6(1)(b) Performance of a contract to which the data subject is party	Registers of Scotland	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 3: Property and asset management															

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager
Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200

Date Updated:
Scheduled Date of Next Review: 7/03/2026
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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
5.03.01	Documenting the on-going management of council property and assets	Case files including lease arrangements, variations and terminations, photographs of property fabric, records of payment and tendering of works	ICT System: Council Network Paper based property file	Structured	Tenants	Name; Address; Contact Details; Details of lease; Payment details	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
5.03.02	Issuing security passes to staff	Maintenance of access controls via allocation of rights of access to staff	ICT System: Council Network Paper based Access Authorisation Forms	Structured	Employees	Name; Job Title; Work Location; Access permissions	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
5.03.03	Issuing security passes to visitors to Council premises	Maintenance of access controls via registration of visitors to council premises	Paper based Visitor Passes	Structured	Employees	Name; Premise visited;	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	Hard copy files securely stored and access restricted to relevant staff.	1 month

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5.03.04	Recording of CCTV images within council properties	Recording of all images captured by CCTV cameras in council properties across Edinburgh.	ICT System: Council Network	Structured	All people within areas covered by CCTV cameras within council premises	Images of individuals	Yes	6(1)(e) Official Authority vested in the controller (arising from various Community Safety legislation) 9(2)(h) Provision of social protection services	Police Scotland and the Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 days unless needed for crime prevention / criminal investigation
5.03.05	Maintaining records of driver usage within the Council fleet of vehicles	Records detailing the driving hours undertaken by each employee who undertakes fleet management duties, including the use of telematics devices in fleet vehicles and the recording of fuel usage	ICT System: Council Network Paper based driver hours records	Structured	Employees	Name; Job Title; Driving License Number; Driving hours undertaken	No	6(1)(e) Official Authority vested in the controller (arising from various Roads and Traffic legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	7 years
Section 6: Crematoria and cemeteries															
Part 1: Burial identity and cemeteries															
6.01.01	Maintenance of register of ownership and occupation of burial plots maintained by CEC	Details of purchase and ownership of individual plots and record of burials and internment of ashes which take place, register and plan of headstone and other markers	ICT System: Comino Paper based register of plot owners and plot use	Structured	Burial plot purchasers and owners; Next of Kin of deceased individuals buried or interned in plot	Name; Date of Birth; Address; Contact Details;	No	6(1)(e) Official Authority vested in the controller (arising from various Registration and Local Government legislation)	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent

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6.01.02	Maintenance of record of cremations, interments and monument erections which occur in CEC managed cemeteries	Details of date of event and purpose of event along with details of the deceased person and their next of kin	ICT System: Comino Paper based register of plot owners and plot use	Structured	Next of Kin of deceased individuals buried or interred in plot	Name; Date of Birth; Address; Contact Details; Summary of arrangements made	No	6(1)(e) Official Authority vested in the controller (arising from various Registration and Local Government legislation)	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	15 years
Part 2: Maintenance of burial grounds															
No processing of personal data takes place under this category of activity.															
Section 7: Criminal Justice															
Part 1: Supporting offenders															
7.01.01	Provision of social work services for Adults Offenders in Edinburgh who are subject to Life License and OLR (Lifelong Supervision)	Maintenance of Social Work Records for Adult Offenders Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
7.01.02	Provision of social work services for Adults Offenders in Edinburgh who have been convicted of a Schedule 1 offence or a sexual offence	Maintenance of Social Work Records for Adult Offenders Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years

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7.01.03	Provision of social work services for Adults Offenders in Edinburgh who have been convicted of a Schedule 2 Sexual Offence	Maintenance of Social Work Records for Adult Offenders Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
7.01.04	Provision of social work services for Adults Offenders in Edinburgh who have committed an offence against a child	Maintenance of Social Work Records for Adult Offenders Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
7.01.05	Provision of social work services for Adults Offenders in Edinburgh who have committed any other offence.	Maintenance of Social Work Records for Adult Offenders Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
7.01.06	Provision of social work services for Adults accused of offending but not convicted including participation in diversion from prosecution service provision	Maintenance of Social Work Records for Adult Offenders Social Work clients recording social work interventions and contacts with client.	ICT system: Swift; Magic Notes Paper based case file	Structured	Clients of Service	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Destroyed immediately

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7.01.07	Participation in multi-agency arrangements for identifying and managing offenders according to the level of harm they pose to the public.	Participation in MAPPA (Multi Agency Public Protection Assessment) and maintenance of Social Work Records for cases considered.	ICT system: Swift; Magic Notes Paper based case file	Structured	Individuals managed under MAPPA arrangements	Name; Date of Birth; Address; Contact Details; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Criminal Justice and Adult Social Work legislation) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Section 8: Democracy															
Part 1: Decision Making															
8.01.01	Webcasting of Council and Committee meetings	Council and committee meetings of the council are broadcast via the web.	ICT System: Council Network	Structured	Elected Councillors; Council Officers; Members of the Public attending Council and Committee meetings	Video images; Sound Recording	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Access to Information legislation)	Images broadcast via the internet	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	5 years
8.01.02	Administration of Council and Committee meetings	Processing of personal data required as part of the agenda papers for meetings, record of proceedings at meetings and record of Members attendance at Council and Committee meetings	ICT System: Council Network Paper based meeting records	Structured	Elected Councillors;	Name; Attendance on specified date	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Access to Information legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Records kept permanently
Part 2: Executive															

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8.02.02	Record of Appointments of Statutory Officers of the Council	Record of Officers appointment to Statutory roles of the Council	ICT System: Council Network Paper based meeting records	Structured	Council Officers	Name; Job Title; Date of Appointment; Date appointment ended	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Access to Information legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Records kept permanently
Part 3: Governance															
8.03.01	Establishment and functioning of Community Councils	Processing relating to establishment of Community Councils, Community Council elections and provision of advice and support to Community Councils, particularly on governance matters.	ICT System: Council Network Paper based meeting records	Structured	Council Officers	Name; Address; Election of Community Council; Community Council complaints	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Community Council / empowerment legislation)	Relevant Community Council / officials within Community Council	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 4: Honours and Awards															
8.04.01	Record of Honours Submissions	Honours nomination forms and letters of support made by the Lord Provost in their role as Lord Lieutenant for the City of Edinburgh.	ICT System: Council Network Paper based nomination details	Structured	Nominees for Honours	Name; Date of Birth; Address; Contact Details; Details of nomination including professional or personal background information and achievements.	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	Disclosed to UK and Scottish Parliaments and the Royal Household as part of the honours nomination process.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 5: Member Support															

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8.05.01	Maintenance of records of Elected Members declarations of interests	The Council is required to maintain a record of individual Members declarations of interests.	ICT System: Modern.gov Paper based declaration forms	Structured	Elected Members	Name; Address; Sources of remuneration; Related undertakings; Contracts held with the CEC; Election expenses; Ownership of houses, land and buildings; Ownership of shares and securities; Gifts and hospitality received	No	6(1)(c) Legal Obligation The Ethical Standards in Public Life etc (Scotland) Act 2000	Published online for public to view	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	8 years
Part 6: Planning															
No processing of personal data takes place under this category of activity.															
Part 7: Representation															
8.07.01	Record of Appointments of Returning Officer and Deputy returning Officers by CEC	Record of Officers appointment	ICT System: Council Network Paper based meeting records	Structured	Council Officers	Name; Job Title; Date of Appointment; Date appointment ended	No	6(1)(e) Official Authority vested in the controller (arising from various Electoral legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
8.07.02	Scottish Parliamentary Election records	Records of election process including nomination forms; notice of candidature and declarations of result and candidate spending declarations.	ICT System: Council Network Paper based election files	Structured	Candidates for Election; Election Agents; Election Candidate nominees	Name; Date of Birth; Political Affiliation (if any); Address; Contact Details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Electoral legislation) 9(2)(g) Substantial public interest	Published online for public to view	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years

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8.07.03	UK Parliamentary Election records	Records of election process including nomination forms; notice of appointments; notice of candidature and declarations of result and candidate spending declarations.	ICT System: Council Network Paper based election files	Structured	Candidates for Election; Election Agents; Election Candidate nominees	Name; Date of Birth; Political Affiliation (if any); Address; Contact Details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Electoral legislation) 9(2)(g) Substantial public interest	Published online for public to view	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
8.07.04	European Parliament Election records	Records of election process including nomination forms; notice of appointments; notice of candidature and declarations of result and candidate spending declarations.	ICT System: Council Network Paper based election files	Structured	Candidates for Election; Election Agents; Election Candidate nominees	Name; Date of Birth; Political Affiliation (if any); Address; Contact Details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Electoral legislation) 9(2)(g) Substantial public interest	Published online for public to view	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	4 years
8.07.05	Local Government Election records	Records of election process including nomination forms; notice of appointments; notice of candidature and declarations of result and candidate spending declarations.	ICT System: Council Network Paper based election files	Structured	Candidates for Election; Election Agents; Election Candidate nominees	Name; Date of Birth; Political Affiliation (if any); Address; Contact Details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Electoral legislation) 9(2)(g) Substantial public interest	Published online for public to view	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

Section 9: Economic Development

Part 1: Research

No processing of personal data takes place under this category of activity.

Part 2: Promotion and relations

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9.02.01	Development of services and activities to enhance international relations across the City of Edinburgh	Record of services and activities undertaken	ICT System: Business Gateway	Structured	Business operator Representatives of partner agencies Citizens	Name; Address; Contact Details; Business details; Summary of services and activities participated in	No	6(1)(e) Official Authority vested in the controller (arising from various Economic Development legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
Citizens															
9.03.01	Provision of business start up, business development and investment information and advice	Record of advice and support provided to enquirer	ICT System: Business Gateway	Structured	Prospective business operators	Name; Address; Contact Details; Business proposal; Summary of advice requested	No	6(1)(e) Official Authority vested in the controller (arising from various Economic Development legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
9.03.02	Provision of business development support services	Record of advice and support provided to enquirer	ICT System: Business Gateway	Structured	Prospective business operators	Name; Address; Contact Details; Business proposal; Summary of advice requested	No	6(1)(e) Official Authority vested in the controller (arising from various Economic Development legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years

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9.03.03	Provision of funding for business development, employability and regeneration projects	Record of advice and support provided to enquirer	ICT System: Business Gateway	Structured	Prospective business operators	Name; Address; Contact Details; Business proposal; Summary of advice requested	No	6(1)(e) Official Authority vested in the controller (arising from various Economic Development legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years

Part 4: Sustainability
 No processing of personal data takes place under this category of activity.

Part 5: Tourism development
 No processing of personal data takes place under this category of activity.

Part 6: Training

09.06.01	Maintenance of records for clients accessing employability services to support them into work	Record of advice and support provided to the enquirer	ICT System: Caselink	Structured	Clients seeking employment	Name; Date of Birth; Address; Contact Details; Ethnic origin; Record of advice and support provided; Relevant health information; Employment information not mandatory: criminal record (not details); housing situation	yes	6(1)(e) Official Authority vested in the controller (arising from various Economic Development legislation) 9(2)(g) Substantial public interest	employability organisations who are also working with the client (through Caselink)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Capital City Partnership are joint controller with CEC. As a CEC arm's-length company, they manage Caselink and contract manage commissioned services	ICT System Access controls and ICT security protocols applied. M.I.S. access restricted and each project/organisation can only see/access their own data.	7 years
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Part 7: Business Improvement Districts

09.07.01	Maintenance of records of BID ballot process	Records including notice of Ballot, ballot administration, ballot papers, proxy appointments and declaration of the result	ICT System: Council Network Paper based records of ballot	Structured	BID members	Name; Address; Contact Details	No	6(1)(c) Compliance with a legal obligation Business Improvement Districts (Scotland) Regulations 2007	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
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Section 10: Education

Part 1: Access and inclusion

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager
Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200
Date Updated: **Scheduled Date of Next Review:** 7/03/2026
Version Number: 3

Ref	Purpose of Processing	Description of Processing	Format of Data		Categories of Data Subjects	Categories of Personal Data	Does Processing include Special Categories of Personal Data?	Lawfulness of Processing Condition	Processing Activities			Security and Disposal			
									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
10.01.01	Administering home education applications	Processing of applications received from parents for home education including consideration of proposed education methods and basic information about the child/ren	ICT System: Council Network Paper based application records	Structured	Children; Parent / guardians	Name; Date of Birth; Address; Contact Details; Proposed education provision; Basic information about education and other needs of the child	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	21 years
Part 2: Admissions and exclusions															
10.02.01	Managing the school and nursery admission process	Records about school admissions applications including child and family details and schools application, including the reason(s) for any out of catchment application made	ICT System: SEEMIS Paper based application records	Structured	Children; Parent / guardians	Name; Date of Birth; Address; Contact Details; Parent / Guardian details; Health information relevant to education;	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
10.02.02	Records of exclusions from education and action as taking to seek to prevent a child being excluded from education	Records of exclusions from education and action as taking to seek to prevent a child being excluded from education	ICT System: SEEMIS Paper based application records	Structured	Children; Parent / guardians	Name; Date of Birth; Address; Contact Details; Parent / Guardian details; Reasons for exclusion / potential exclusion; Details of support plan and contacts with child and parent / guardian	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering support and advice services	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	21 years
10.02.03	Records of schools rolls	Records showing attendance and absence for schools	ICT System: SEEMIS	Structured	Children	Name; Attendance at school on specified date	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
Part 3: Advice															

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager **Last Reviewed:** 7/03/2024 **Date Updated:** **Scheduled Date of Next Review:** 7/03/2026
Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200 **Version Number:** 3

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
10.03.01	Handling of Education / School Complaints	Receipt, investigation and resolution of complaints made about education services	ICT system: SEEMIS Paper based case file	Structured	Complainants	Name; Date of Birth; Address; Contact Details; Details of Complaint; Complaint Investigation; Complaint Conclusion	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
10.03.02	Provision of support and guidance advice to parents / carers about education matters and wider issues which impact on education	Records detailing support and guidance offered and services accessed	ICT system: SEEMIS Paper based case file	Structured	Complainants	Name; Contact Details; Summary of support and guidance offered; Services accessed; Outcomes	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
Part 4: Arts and creative learning															
10.04.01	Records relating to applications and bids received for Arts funding	All records including funding applications, correspondence, funding agreements / contracts, payment information and evaluation information	ICT System: Council Network Paper based funding records	Structured	Applicants for funding;	Name; Date of Birth; Address; Contact Details; Funding Application / performance details;	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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10.04.02	Records relating to the provision of instrumental music lessons and other music activities to young people	All records of instrumental music lessons including instrumental music staff files and pupil progress records	ICT System: Council Network Paper based service records	Structured	Pupils; Employees	Name; Record of music lessons attended and progress made	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
10.04.03	Provision of school trips, residential events and outdoor education	All records relating to the provision of schools trips, residential events and outdoor education courses to school pupils as part of their education.	ICT system: SEEMIS Paper based activity records	Structured	Pupils	Name; Date of Birth; Address; Contact Details; Parent / Guardian details; Emergency Contact Information; Health Information; Parental consent forms	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
Part 5: Curriculum development															
10.05.01	Provision of education, support and monitoring of educational progress, including through use of IT Apps and other packages	Records of baseline tests and assessments undertaken throughout the course of a child's education	ICT System: SEEMIS	Structured	Pupils; Employees (including Teaching staff); Parents	Name; Date of Birth; School attended; Records of educational support needs; Records of educational progress	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	None	UK/EEA or other destination with appropriate safeguard in place	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	5 years
Part 6: Education welfare															

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10.06.01	Provision of education to pupils and maintenance of Personal Pupil Record (PPR) for each school pupil	All pupil records, guidance records and report cards maintained for the child within the school	ICT System: SEEMIS Paper based pupil file	Structured	Pupils	Name; Date of Birth; School attended; Pupil Record	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering support and advice services	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
10.06.02	Maintenance of individual pupil files containing health, child protection, attendance and other information of a sensitive nature.	Records of child welfare concerns, medical and medication matters, School health care plans and all other sensitive personal data records	ICT System: SEEMIS Paper based pupil file	Structured	Pupils	Name; Date of Birth; School attended; Health and medical information; Child welfare and protection concerns; Child support plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering support and advice services	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
10.06.03	Provision of education to pupils with special educational needs	All pupil records, guidance records and report cards maintained for the child within the school	ICT System: SEEMIS Paper based pupil file	Structured	Pupils	Name; Date of Birth; School attended; Health and medical information; Child welfare and protection concerns; Child support plan	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in delivering support and advice services	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	23 years
10.06.04	School attendance records	Records showing attendance and absence for schools	ICT System: SEEMIS	Structured	Children	Name; Attendance at school on specified date	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years

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10.06.05	Processing application for free school meals and school clothing grants	All processing associated with considering applications including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants	Name; Address; Contact Details; Household composition; Household financial circumstances; Application details; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
10.06.06	Processing applications for Educational Maintenance Allowance and making payment to successful applicants	All processing associated with considering applications including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants	Name; Address; Contact Details; Household composition; Household financial circumstances; Application details; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
10.06.07	Processing applications for Early Learning Childcare & Funded Hours and making payments of funding	All processing associated with considering applications including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants; Early Year providers	Name; Address; Contact Details; Household composition; Household financial circumstances; Application details; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years

Part 7: Employment skills

No processing of personal data takes place under this category of activity.

Part 8: Life long learning

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager **Last Reviewed: 7/03/2024**
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10.08.01	Records of participation in lifelong learning activities	All records associated with the provision of lifelong learning activities including enrolment details, participation and achievements.	ICT System: SEEMIS Paper based learner records	Structured	Learners	Name; Date of Birth; Address; Contact Details; Learning Records	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
10.08.02	Provision of community engagement and community planning events	All processing associated with planning and running events	ICT System: SEEMIS Paper based learner records	Structured	Participants in events	Name; Date of Birth; Address; Contact Details; Participation records	No	6(1)(e) Official Authority vested in the controller (arising from various Education and Community development legislation)	Funders	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
10.08.03	Identification and application for funding opportunities for neighbourhood development activities	All processing associated with considering applications including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: SEEMIS Paper based learner records	Structured	Learners	Name; Date of Birth; Address; Contact Details; Participation records	No	6(1)(e) Official Authority vested in the controller (arising from various Education and Community development legislation)	Funders	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
Part 9: Management of schools															
10.09.01	Incident Recording and Reporting in respect of accidents occurring in or on schools premises	Record of accident including information about person involved, witnesses and details of accident and effects.	ICT System: SHE Assure	Structured	Child involved in an accident within a council premises; Witnesses to accident	Name; Date of Birth; Address; Contact Details; Parent / Guardian name; Health information; Details of accident	Yes	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974 9(2)(b) Social protection legal obligations	Accident information shared with Health & safety Executive (HSE) as required by legislation	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	25 years

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10.09.02	Processing of applications for licenses to allow children aged under 16 to work and to take part in professional performances	Processing of all applications received for and decision making on application. Application either rejected and applicant advised of appeal rights (if any) or application approved and license issued.	ICT System: Northgate	Structured	Applicants for License	Name; Address; Date of Birth; Contact Details; License Application Details; Health Information relevant to application	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education and Civic Licensing legislation) 9(2)(h) Provision of social protection services	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
10.09.03	Use of pupils thumb prints for payment for school lunches or provision of a free school meal in secondary schools	Use of biometric data, in the form of a thumb print, as proof of identify for deduction of lunch costs from pupil account or provision of a free school meal.	ICT System: SEEMIS	Structured	Pupils	Name; Biometric Thumb print	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education and Civic Licensing legislation) 9(2)(a) Explicit consent of the data subject	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year
10.09.04	Taking of photographs, videos and audio recordings of children during education activities	Recording and photography of children during education activities	ICT System: Council Network	Structured	Pupils	Images of individuals	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(a) Explicit consent of the data subject	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	2 years
10.09.05	Management of school libraries	Recording of school library loans and participation in other events and activities offered by school libraries	ICT System: Council Network	Structured	Pupils; Employees; Parents	Name; Class; Library lending; Participation in events and activities	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	2 years

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10.09.06	Communication with parents/carers about school management matters	Records detailing communications sent and received	ICT system: SEEMIS Paper based case file	Structured	Pupils; Parents / Carers	Name; Contact Details; Summary of communication; Actions and outcomes	Yes	6(1)(e) Official Authority vested in the controller (arising from various Education legislation) 9(2)(b) Social Protection obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
10.09.07	Evaluation of outcomes of education interventions for school aged pupils	All records, assessment and reports relating to interventions provided to pupils	ICT System: SEEMIS Paper based pupil file	Structured	Pupils	Name; Date of Birth; School attended; Intervention records; Reports Evaluations and outcomes	No	6(1)(e) Official Authority vested in the controller (arising from various Education legislation)	Other Statutory Agencies including Scottish Children's Reporter Administration (SCRA) and NHS Lothian and 3rd Sector Support Agencies involved in supporting the pupil	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 10: Teaching															
No processing of personal data takes place under this category of activity.															
Section 11: Environmental Protection															
Part 1: Advice and audit															
No processing of personal data takes place under this category of activity.															
Part 2: Conservation															
11.02.01	Record of incidents reported having occurred within Natural Heritage sites	Record of incidents such as vandalism and sheep worrying as examples	ICT System: Northgate Paper based incident records	Structured	Members of the public who are involved in incidents; Witnesses'	Name; Date of Birth; Address; Contact Details; Incident details ; Record of actions arising from incident	No	6(1)(e) Official Authority vested in the controller (arising from various Environmental Protection legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years

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11.02.02	Record of Statutory Repair Notices and Emergency Repairs undertaken through the statutory enforcement of property conversation legislation	Details of Statutory Repair Notices issued and emergency repairs undertaken	ICT System: Northgate Paper based case files	Structured	Property owners	Name; Address; Contact Details; Content of Statutory Repair Notice; Details of emergency repairs	No	6(1)(e) Official Authority vested in the controller (arising from various property conversation legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	20 years
11.02.03	Carrying out of repairs in common areas where the Council has a remit to attend to these	Details of repairs, work undertaken and associated billing records	ICT System: Northgate Paper based case files	Structured	Property owners	Name; Address; Contact Details; Details of common repairs undertaken; Billing information	No	6(1)(e) Official Authority vested in the controller (arising from various property conversation legislation)	Contractors	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	20 years
Part 3: Monitoring and investigation															
No processing of personal data takes place under this category of activity.															
Section 12: Finance															
Part 1: Accounts and audit															
12.01.01	Budget monitoring of salaries, social care package costs and other budget headings involving individuals	Working papers associated with on-going budget monitoring which includes personal data only so far as is necessary to enable that monitoring to occur	ICT System: Council Network Paper based financial records	Structured	Employees; Service Users	Name; Job Title; Salary; Care Package cost	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
12.01.02	Publication of Senior Officer remuneration packages in CEC Annual Accounts	Fulfilling the Councils statutory obligation to report on senior officer remuneration within the published Annual Accounts.	ICT System: Council Network Paper based financial records	Structured	Senior Officers	Name; Job Title; Remuneration Package details	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	Published in CEC Annual Accounts Statement and Report	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent
12.01.03	Undertaking of internal audits and maintenance of internal audit records	All internal audit activities undertaken to ensure controls in place within the Council are sufficient and are being adhered to.	ICT System: Council Network Paper based audit papers	Structured	All data subjects	All data categories	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 2: Asset management															
No processing of personal data takes place under this category of activity.															
Part 3: Financial provisions management															
12.03.01	Management of gifts, bequests and other donations of funds to the Council	All records associated with gifts, bequests and donation received by the council including initial paperwork and management of funds	ICT System: Council Network Paper based financial records	Structured	Individuals making gifts, bequests and/or donations to the Council	Name; Address; Contact Details; Details of gift / bequest / donation	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent

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12.03.02	Documenting gifts and hospitality received by staff	All records associated with declarations by staff of gifts and hospitality offered, rejected and received by them in the course of their employment	ICT System: Council Network Paper based financial records	Structured	Employees; Persons offering gifts and/or hospitality to staff	Name; Job Title; Details of gift and/or hospitality received	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years
Part 4: Financial transactions management															
12.04.01	Processing and payment of purchase and sales invoices	All records associated with payments made and received by the Council including supplier / customer information and invoice and payment details.	ICT System: Oracle Paper based transactions paperwork	Structured	Suppliers; Customers	Name; Address; Contact Details; Summary of Service provided or received; Invoice details; Payment details	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
12.04.02	Processing and payment of expenses claims	All records associated with expenses claims made from the Council including expenses details and payment details.	ICT System: Oracle Paper based expenses claims	Structured	Employees; Contractors	Name; Job Title; Address; Contact Details; Summary of Expenses occurred; Claim details; Payment details	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government, Social Security and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
12.04.03	Investigation of fraud or potential fraud committed against the Council	All records associated with investigations into fraud and suspected fraud committed against the Council including financial fraud, housing benefit and Council Tax fraud, blue badge and parking permit misuse and all other potential fraud matters.	ICT System: Council Network Paper based investigation files	Structured	Employees; Contractors; Claimants; Customers	Name; Date of Birth; Address; Contact Details; Investigation details and findings; Record of actions and prosecution arising from investigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation) 9(2)(b) Obligations under employment or social security law OR 9(2)(g) Substantial public interest	Depending on the circumstances, information is shared with HMRC, DWP and Police Scotland.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years

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12.04.04	Processing related to the management and allocation of income received by the Council	All records associated with income received by the Council including payment details and allocation information.	ICT System: Oracle Paper based expenses claims	Structured	Payees	Name; Job Title; Address; Contact Details; Summary of Payments made; Payment details	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government, Social Security and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 5: Local taxation															
12.05.01	The assessment and collection of Council Tax liabilities from domestic households in Edinburgh and associated enforcement actions	All processing associated with the collection of council tax due by domestic households in Edinburgh.	ICT System: Northgate	Structured	Householders living in Edinburgh	Name; Address; Contact Details; Household composition; Council Tax liabilities; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government Finance and Council Tax legislation)	Details of Council Tax payers moving into or out of the boundaries of the City of Edinburgh Council are shared by and to other Local Authorities, letting agents and conveyancing solicitors.	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	10 years
12.05.02	Processing applications for Council Tax Reduction	All processing associated with considering applications for Council Tax reduction including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants	Name; Address; Contact Details; Household composition; Council Tax liabilities; Council Tax reduction application details; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government Finance and Council Tax legislation)	Information about benefit applicants and payments is shared with DWP.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
12.05.03	Processing applications for Housing Benefit and Discretionary Housing Payments	All processing associated with considering applications for Housing Benefit including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants	Name; Address; Contact Details; Household composition; Council Tax liabilities; Council Tax reduction application details; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government Finance and Council Tax legislation)	Information about benefit applicants and payments is shared with DWP.	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years

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12.05.04	Processing applications for Scottish Welfare Fund payment	All processing associated with considering applications for Scottish Welfare Fund funding including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants	Name; Address; Contact Details; Household composition; Council Tax liabilities; Council Tax reduction application details; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government Finance and Council Tax legislation)	Information about benefit applicants and payments is shared with DWP.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
12.05.05	The assessment and collection of Non-Domestic Rates from non domestic properties in Edinburgh	All processing associated with the collection of Non Domestic Rates due by non domestic properties in Edinburgh	ICT System: Northgate	Structured	Non Domestic Property Owners / Occupiers	Name; Address; Contact Details; Non Domestic Rate liabilities; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government Finance and Council Tax legislation)	Details of Non Domestic Rate payers moving into or out of the boundaries of the City of Edinburgh Council are shared by and to other Local Authorities, letting agents and conveyancing solicitors.	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	10 years
12.05.06	Processing applications for specific grant programmes, including those relating to the COVID 19 pandemic	All processing associated with considering applications for grant(s) including notifying applicants of outcome of application and making payment of any benefit due.	ICT System: iWorld	Structured	Applicants	Name; Address; Contact Details; Eligibility information; Payment information	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government Finance and Council Tax legislation)	Information about grant applicants and payments is shared with the grant funder	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
Part 6: National taxation															
No processing of personal data takes place under this category of activity.															
Part 7: Payroll and pensions															

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12.07.01	Managing the Councils payroll	All tasks associated with managing the Councils payroll including calculation of salary payment due and deductions to be made, production of pay slips, year end prints, timesheets and monthly payroll runs.	ICT System: iTrent Paper based payroll records	Structured	Employees	Name; Date of Birth; National Insurance Number; Address; Contact Details; Salary Level; Tax Code; Trade Union subscriptions and other at source deductions; Employee Benefits payment due; Overtime and other enhancements; Bank Account details	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	Government Departments such as HMRC and / or DWP as required by statute	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
12.07.02	Production of P45 certificates for those leaving employment with the Council	All tasks associated with producing P45 certificates for employees at the end of their council employment.	ICT System: iTrent Paper based payroll records	Structured	Employees leaving Council employment	Name; Date of Birth; National Insurance Number; Address; Contact Details; Salary Level; Tax Code; Tax payment in previous tax year	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	Government Departments such as HMRC and / or DWP as required by statute	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
12.07.03	Production of P60 certificates for all employees at the end of each Tax Year	All tasks associated with producing P60 certificates for employees at the end of each tax year.	ICT System: iTrent Paper based payroll records	Structured	Employees	Name; Date of Birth; National Insurance Number; Address; Contact Details; Salary Level; Tax Code; Tax payment in previous tax year	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	Government Departments such as HMRC and / or DWP as required by statute	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
12.07.04	Statutory Sick Pay Scheme Records	All tasks associated with processing statutory sick pay payments due to employees.	ICT System: iTrent Paper based payroll records	Structured	Employees in receipt of Statutory Sick Pay	Name; Date of Birth; National Insurance Number; Address; Contact Details; Salary Level; Tax Code; Statutory Sick Pay payments received	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	Government Departments such as HMRC and / or DWP as required by statute	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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12.07.05	Statutory Maternity Pay Scheme Records	All tasks associated with processing statutory maternity pay payments due to employees.	ICT System: iTrent Paper based payroll records	Structured	Employees in receipt of Statutory Maternity Pay	Name; Date of Birth; National Insurance Number; Address; Contact Details; Salary Level; Tax Code; Statutory Maternity Pay payments received	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	Government Departments such as HMRC and / or DWP as required by statute	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
12.07.06	Maintenance of pension files for each member of the Local Government Pension Scheme administered by CEC	All records associated with the provision of LGPS membership for employees who contribute to the Lothian Pension Fund.	ICT System: iTrent Paper based pension records	Structured	Employees; LGPS Members	Name; Date of Birth; National Insurance Number; Address; Contact Details; Salary Level; Tax Code; Pensions Contributions;	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	Government Departments such as HMRC and / or DWP as required by statute	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years
12.07.07	Pension Scheme Management records for the fund administered by CEC	All management tasks undertaken in connection with the operation of the Lothian Pension Fund.	ICT System: iTrent Paper based pension records	Structured	Employees; LGPS Members	Calculations of pensions liabilities; Fund management of Lothian Pension Fund; Lothian Pension Fund tenants and lease details	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years

Section 13: Health and Safety

Part 1: Community safety

See Section 3: Community Safety for personal data processing undertaken under this category of activity.

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13.02.01	Health & Safety Training Records	Maintenance of records to evidence training completed by officers within the Council who have allocated health & safety responsibilities	ICT System: Council Network	Structured	Employees	Name; Job Title; Contact Details; Record of training attended	No	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 years
Part 3: Monitoring															
13.03.01	Incident Recording and Reporting in respect of accidents involving adults	Record of accident including information about person involved, witnesses and details of accident and effects.	ICT System: SHE Assure	Structured	Adult involved in an accident within a council premises; Witnesses to accident	Name; Date of Birth; Address; Contact Details; Health Information; Details of accident	Yes	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974 9(2)(b) Social protection legal obligations	Accident information shared with Health & safety Executive (HSE) as required by legislation	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 years
13.03.02	Incident Recording and Reporting in respect of accidents involving children	Record of accident including information about person involved, witnesses and details of accident and effects.	ICT System: SHE Assure	Structured	Child involved in an accident within a council premises; Witnesses to accident	Name; Date of Birth; Address; Contact Details; Parent / Guardian name; Health information; Details of accident	Yes	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974 9(2)(b) Social protection legal obligations	Accident information shared with Health & safety Executive (HSE) as required by legislation	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	25 years
13.03.03	Records of Health & Safety Audits Undertaken by Health & Safety team	Record of audit findings and recommendations.	ICT System: SHE Assure	Structured	People involved in an accident within a council premises; Witnesses to accident	Name; Date of Birth; Address; Contact Details; Details of audit findings	Yes	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974 9(2)(b) Social protection legal obligations	Accident information shared with Health & safety Executive (HSE) as required by legislation	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 years

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13.03.04	Records of Health Surveillance by Occupational Health providing in order that appropriate Health & Safety measures can be implemented.	Record of health surveillance process and assessed outcomes	ICT System: SHE Assure	Structured	People involved in an accident within a council premises; Witnesses to accident	Name; Date of Birth; Address; Contact Details; Health information;	Yes	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974 9(2)(b) Social protection legal obligations	Accident information shared with Health & safety Executive (HSE) as required by legislation	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 years
13.03.05	Records of Workplace Assessments undertaken across CEC, including the capture of monitoring information by authorised equipment and IT packages.	Record of assessment findings and recommendations.	ICT System: SHE Assure	Structured	Employees; Contractors	Name; Date of Birth; Address; Contact Details; Details of assessment findings; Records of H&S monitoring undertaken	Yes	6(1)(c) Compliance with a legal obligation Health & Safety at Work etc Act 1974 9(2)(b) Social protection legal obligations	Accident information shared with Health & safety Executive (HSE) as required by legislation	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	7 years
Part 4: Risk management															
No processing of personal data takes place under this category of activity.															
Section 14: Housing															
Part 1: Housing allocation															
14.01.01	Processing of Community Housing Register (CHR) applications	Applications for social housing made to the Council and Registered Social Landlords in Edinburgh via EdIndex, the Common Housing Register.	ICT System: iWorld Paper based housing records	Structured	Applicants	Name; Date of Birth; Address; Contact Details; Household Composition; Health and other accessibility needs; Housing requirements; Area preference; Salary and other financial information	Yes	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation) 9(2)(h) Social care and social protection obligations	EdIndex Members including various Registered Social Housing Associations	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year

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14.01.02	Managing housing exchanges via the mutual exchange scheme	Managing the exchange of tenancies between two social housing tenants to include the termination of one tenancy and the setting up of another.	ICT System: iWorld Paper based housing records	Structured	Applicants	Name; Date of Birth; Address; Contact Details; Household Composition; Health and other accessibility needs; Housing requirements; Area preference; Salary and other financial information	Yes	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation) 9(2)(h) Social care and social protection obligations	Social Landlord of other tenancy involved in exchange (if not CEC)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
14.01.03	Dealing with homelessness including applications for accommodation for homeless people and for advice and support on housing options and needs.	All records about services provided to homelessness applicants including temporary accommodation provision and advice and support services provided.	ICT System: iWorld Paper based housing records	Structured	Homeless Applicants	Name; Date of Birth; Address; Contact Details; Household Composition; Health and other accessibility needs; Housing requirements; Area preference; Salary and other financial information	Yes	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation) 9(2)(h) Social care and social protection obligations	Temporary Accommodation provider and other statutory, voluntary and private agencies involved in providing advice and support services.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
14.01.04	Management of homeless accommodation and support provision	All records about temporary accommodation provision, including inspection and payment records.	ICT System: iWorld Paper based housing records	Structured	Service Users; Employees	Name; Date of Birth; Address; Contact Details; Support provision; Payment details	Yes	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation) 9(2)(h) Social care and social protection obligations	Temporary Accommodation provider and other statutory, voluntary and private agencies involved in providing advice and support services.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
14.01.05	Processing of information about applicants for housing to fulfil the Councils obligations under the National Accommodation Strategy for Sex Offenders	Performance of Landlord Link Officer role in exchanging information, liaising with Social Work and Partner Agencies in respect of the management and monitoring of risks.	ICT System: iWorld Paper based housing records	Structured	Individuals managed under SAVOLO arrangements	Name; Date of Birth; Address; Contact Details; Housing Needs; Social Background Information; Offending history and current risk assessment; Health Information; Records of Social Work Contacts; Care Plan	Yes	6(1)(e) Official Authority vested in the controller (arising from Scottish Governance Strategy) 9(2)(h) Provision of social care	Other Statutory Agencies including Police Scotland and NHS Lothian, Housing Providers and 3rd Sector Support Agencies involved in delivering support plan	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

Part 2: Housing stock

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information (See CEC Records Retention Schedule for further details)
14.02.01	Processing of requests from tenants for responsive repairs to housing stock	All records about requests for responsive repairs made by tenants and the work undertaken to resolve these.	ICT System: iWorld Paper based housing records	Structured	Tenants	Name; Address; Contact Details; Details of repair	No	6(1)(b) Performance of a contract to which the data subject is party	Contractors engaged to attend to allocated repairs	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
14.02.02	Manging a programme of planned repairs and improvements to council housing stock	All records about planned repairs and improvements undertaken in respect of the councils housing stock.	ICT System: iWorld Paper based housing records	Structured	Tenants	Name; Address; Contact Details; Details of repair	No	6(1)(b) Performance of a contract to which the data subject is party	Contractors engaged to attend to allocated improvements / repairs	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 3: Managing tenancies															
14.03.01	Tenancy records for CEC Housing Tenants	All records associated with tenancies held in connection with CEC Housing stock including tenancy agreements, rent payments and rent management and all other tenancy matters	ICT System: iWorld Paper based housing records	Structured	Tenants	Name; Address; Contact Details; Tenancy Agreement; Household composition; Rent level and rent payments;	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	25 years
14.03.02	Supporting tenants	All records associated with support services provided to tenants including housing support services, care and welfare services, complaints handling, conflict resolution, customer service matters and all other tenancy support matters.	ICT System: iWorld Paper based housing records	Structured	Tenants	Name; Address; Contact Details; Support needs and support plans; Complaints and conflict resolution details;	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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14.03.03	Tenant consultation and participation	All records associated with consultation undertaken with tenants and about tenant participation activities	ICT System: iWorld Paper based housing records	Structured	Tenants	Name; Address; Contact Details; Consultation and participation inputs	No	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 4: Enforcement															
14.04.01	Maintenance of register of landlords operating in Edinburgh.	All records relating to the registration of private landlords operating within Edinburgh	ICT System: iWorld Paper based application records	Structured	Landlords	Name; Address; Contact Details; Application for Registration as a Landlord;	No	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation)	Information publicly available on internet.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
14.04.02	Processing of applications for Houses in Multiple Occupation (HMO) Licensing	Processing of applications received for HMO Licensing, including inspections undertaken, and advising the applicant if their application is accepted or rejected. Also including issuing HMO Licenses to successful applicants	ICT System: iWorld Paper based application records	Structured	Applicants for HMO Licenses	Name; Address; Contact Details; Date of Birth; Application for HMO License; Property details	No	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation)	Other Statutory Agencies including Police Scotland and the Scottish Fire & Rescue Service as consultees on HMO application.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 5: Estate management															
14.05.01	Processing of applications for Garage Rentals	Processing of applications received for garage rentals managed by the Council and advising the applicant if their application is accepted or rejected.	ICT System: iWorld Paper based application records	Structured	Applicants for garage rental	Name; Address; Contact Details; Garage rental Application Details	No	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years

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14.05.02	Maintenance of allotment plot holder records	Records of garage rental lease holders including payment details.	ICT System: iWorld Paper based allotment records	Structured	Garage rental lease holders	Name; Address; Contact Details; Garage Rental Details; Payment Details	No	6(1)(e) Official Authority vested in the controller (arising from various Housing legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
14.05.03	Operation of stair cleaning service	Records of customers of stair cleaning service including payment details.	ICT System: iWorld Paper based allotment records	Structured	Customers	Name; Address; Contact Details; Garage Rental Details; Payment Details	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
Section 15: Human Resources															
Part 1: Administering employees															
15.01.01	Monitoring employee absence	Records of managers monitoring of employees absence in line with the CEC Absence Management procedure	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Absence Periods; Reason for Absence; Occupational Health reports	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
15.01.02	Managing employee disciplinary processes	Records of disciplinary matters considered under the CEC Disciplinary Procedure	ICT System: Oracle Paper based employee records	Structured	Employees subject to disciplinary investigation / process	Name; Job Title; Summary of Allegations; Disciplinary Investigation Report and Statements; Details of Disciplinary Hearing, including outcome letter; Details of Appeal (if made)	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	CEC has a statutory obligation to share information about employee disciplinary matters with regulators such as the General Teaching Council of Scotland (GTCS) and the Scottish Social Services Council (SSSC)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years / 50 years (if accusation involves children or vulnerable adults)

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15.01.03	Managing employee grievance processes	Records of grievances considered under the CEC Grievance procedure	ICT System: Oracle Paper based employee records	Structured	Employees involved in grievance processes	Name; Job Title; Summary of Grievance; Grievance Investigation Report and Statements; Details of Grievance Hearing, including outcome letter; Details of Appeal (if made)	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
15.01.04	Managing employee maternity / adoption / paternity leave, partner support leave and shared parental leave	Records of maternity / adoption / paternity leave taken by CEC employees	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Leave Periods; Keeping in Touch Days; Return to Work arrangements	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years / 18 years (if child is disabled)
15.01.05	Managing employee leave records	Records of leave taken by CEC employees including Annual Leave, Flexi Leave and Special Leave.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Leave Periods including reason for leave;	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years

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15.01.06	Recording employee personal details in employee file	Maintenance of employee personal files in respect of their employment with CEC including employment contract arrangements and all HR records.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Address; Contact Details; Emergency Contact Details; Equality Monitoring Information; Details of any HR processes relating to the data subject; Appraisals and performance management records; Termination of Employment details	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years / 50 years (if post subject to disclosure checks)
15.01.07	Records of Disclosure Checks undertaken on staff in posts which are subject to disclosure checking	Checking of Disclosure Certificates for employees in posts which are subject to Disclosure checking.	ICT System: Oracle Paper based employee records	Structured	Employees who are subject to Disclosure Checking	Disclosure Scotland certificate	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	90 days
15.01.08	Records of quality assurance and prevention of fraud checks undertaken in respect of staff	Processing of necessary checks to provide assurance and fraud prevention measures	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Payroll Number; Bank account details;	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

Part 2: Employee relations
No processing of personal data takes place under this category of activity.
Part 3: Equal opportunities
No processing of personal data takes place under this category of activity.
Part 4: Monitoring employees

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15.04.01	Performance Appraisal	Records of People Performance processes including looking back and looking ahead conversations, on-going supervision / 1-2-1 conversations and other performance appraisal processes.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Performance Appraisal	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
15.04.02	Employee Time Recording Records	Records of time recording including flexi sheets, time recording system records, overtime records and staff rotas and all other tools used to record staff working time.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Working Time	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
Part 5: Occupational health															
15.05.01	Occupational Health Case File	Case file maintained by Occupational Health in respect of Occupational Health assessments and treatment of an employee	ICT System: External Occupational Healthcare provider Paper based case files	Structured	Employees; Former Employees	Name; Job Title; Referral to Occupational Health; Occupational Health records	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(h) Occupational medicine	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	75 years
15.05.02	Personal Risk Assessments	Details of personal risk assessments undertaken for individual employees including identified risks and ways in which those risks will be managed by the Council and the employee	ICT System: External Occupational Healthcare provider Paper based case files	Structured	Employees	Name; Job Title; Risk Assessment; Action Plan	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(h) Occupational medicine	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 6: Recruitment															

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15.06.01	Records of a recruitment process relating to the successful candidate	Records containing key vacancy paperwork, job description, person specification, application form and pre-employment checks.	ICT System: Talentlink Paper based employee records	Structured	Employees	Name; Date of Birth; Equality Monitoring Information; Work History; Education and Training details; References; Health information	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 months
15.06.02	Records of a recruitment process relating to unsuccessful or withdrawn candidates	Records containing key vacancy paperwork, job description, person specification and application form.	ICT System: Talentlink Paper based employee records	Structured	Applicants for Employment	Name; Date of Birth; Equality Monitoring Information; Work History; Education and Training details; References; Health information	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 months
15.06.03	Records of secondments	Records containing secondment paperwork, job description, person specification and secondment application forms and secondment agreement	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Date of Birth; Equality Monitoring Information; Work History; Education and Training details; References; Health information	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
15.06.04	Records of new start processes	Records of new start paperwork completed by new employees	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title ; Completed New Start Checklist	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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15.06.05	Managing the recruitment of volunteers	Records containing voluntary role paperwork, role description, person specification and volunteer application forms and volunteer agreement	ICT System: Oracle Paper based employee records	Structured	Volunteers	Name; Date of Birth; Equality Monitoring Information; Work History; Education and Training details; References; Health information	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 7: Terms and conditions of employment															
15.07.01	Records of requests to make changes to terms and conditions of employment	Records of all requests received from employees for chances to contractual arrangements including hours of work, career breaks and maternity and paternity leave.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Contract change request; Determination of request; Contract variation paperwork	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
15.07.02	Employee Benefits	Records of all applications from employees to access employee benefits and delivery of these.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Application details; Contract variation paperwork	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 8: Training															

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15.08.01	Provision of training opportunities	Planning and delivery of training, including in-persons, online and virtual events. Records detailing training needs and training attended by employees including induction training, online and internal training courses and training funded by the employer.	ICT System: Oracle Paper based employee records	Structured	Employees	Name; Job Title; Training needs; Training attended; Cost authorisations; Contract of commitment (if needed); Proof of enrolment on course (if needed)	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years / 50 years (if related to work with children or vulnerable adults)
Part 9: Workforce planning															
No processing of personal data takes place under this category of activity.															
Part 10: Job evaluation															
No processing of personal data takes place under this category of activity.															
Section 16: Information and Communication Technology (ICT)															
Part 1: ICT systems development															
No processing of personal data takes place under this category of activity.															
Part 2: ICT systems security management															
16.02.01	Recording name and contact details for Systems Owners for ICT Systems across CEC	Record of Council Officer who has management responsibility for each ICT system operated by or on behalf of CEC	ICT System - Council Network	Structured	Council Officers	Name; Job Title; Work Contact Details	No	6(1)(e) Official Authority vested in the controller (arising from various Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	5 years
16.02.02	Monitoring of access to and use of ICT systems	Records of access gained to and use of ICT systems operated by or on behalf of CEC	ICT System - Council Network	Structured	Council Officers	Name; Job Title; Work Contact Details; ICT Access Information	No	6(1)(e) Official Authority vested in the controller (arising from various Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year

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16.02.03	Records of ICT Security Investigations	Records of investigations undertaken into specific ICT security incidents.	ICT System - Council Network Paper based investigation file	Structured	Council Officers	Name; Job Title; Work Contact Details; Records of ICT Security Investigation	No	6(1)(e) Official Authority vested in the controller (arising from various Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years
16.02.04	Provision of internet security solutions for the CEC ICT estate via forward and reverse proxy system	Records of forward and reverse proxy systems	ICT System - Council Network	Structured	Council Officers	Name; Job Title; Work Contact Details; ICT Access Information	No	6(1)(e) Official Authority vested in the controller (arising from various Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year
16.02.05	Processing of user name, IP address and user associated token for validation of identity in multi-factor identification	Records of validation of identity	ICT System - Council Network	Structured	Council Officers Customers	Name; Job Title; IP address; User associated token	No	6(1)(e) Official Authority vested in the controller (arising from various Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year

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Scheduled Date of Next Review: 7/03/2026
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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
16.02.06	Processing staff name, employee number, e-mail address and user names to access ICT system and applications	User access records	ICT System - Council Network	Structured	Council Officers	Name; Job Title; Work Contact Details: Employee Number; User Name	No	6(1)(e) Official Authority vested in the controller (arising from various Information Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year
Part 3: ICT systems operations management															
No processing of personal data takes place under this category of activity.															
Part 4: ICT systems user training and support															
No processing of personal data takes place under this category of activity.															
Section 17: Information Management															
Part 1: Access to information															
17.01.01	Recording and responding to subject access requests made to CEC	Providing access to personal data upon a data subjects request	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	All categories of personal data	Yes	6(1)(c) Legal Obligation General Data Protection Regulation (GDPR) and Data Protection Act 2018 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
17.01.02	Recording and responding to data subjects requests for rectify, erase, restrict processing or enable data portability received from data subjects	Providing access to personal data upon a data subjects request	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	All categories of personal data	Yes	6(1)(c) Legal Obligation General Data Protection Regulation (GDPR) and Data Protection Act 2018 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
17.01.03	Recording and responding to requests for access to personal data received from someone other than the data subject or from an external organisation	Providing access, if necessary / appropriate to do so, to personal data about a named data subject upon the request of a external person or organisation.	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	All categories of personal data	Yes	6(1)(c) Legal Obligation General Data Protection Regulation (GDPR) and Data Protection Act 2018 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
17.01.04	Recording and responding to Freedom of Information requests made to CEC	Providing access to council held information upon receipt of a valid request.	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	Name; Address; Contact Details; Details of Request	Yes	6(1)(c) Legal Obligation Freedom of Information (Scotland) Act 2002 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
17.01.05	Recording and responding to Freedom of Information review requests made to CEC and responding to Scottish Information Commissioner Reviews of the Councils handling of an FOI request	Undertaking a review of the Council's handling of an FOI request and responding to the OSIC in respect of reviews.	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	Name; Address; Contact Details; Details of Request	Yes	6(1)(c) Legal Obligation Freedom of Information (Scotland) Act 2002 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
17.01.06	Recording and responding to requests for environmental information made to CEC	Providing access to council held environmental information upon receipt of a valid request.	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	Name; Address; Contact Details; Details of Request	Yes	6(1)(c) Legal Obligation The Environmental Information (Scotland) Regulations SSI 2004/520 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years

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Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200 **Version Number: 3**

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
17.01.07	Recording and responding to reviews of requests for access to environmental information made to CEC and responding to Scottish Information Commissioner Reviews of the Councils handling of an EIR request	Undertaking a review of the Council's handling of an EIR request and responding to the OSIC in respect of reviews.	ICT System - AXLR8 and Sharepoint	Structured	All data subjects	Name; Address; Contact Details; Details of Request	Yes	6(1)(c) Legal Obligation The Environmental Information (Scotland) Regulations SSI 2004/520 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	6 years
Part 2: Archives															
See Section 19: Leisure & Culture for personal data processing undertaken under this category of activity.															
Part 3: Knowledge management															
No processing of personal data takes place under this category of activity.															
Part 4: Records Management															
No processing of personal data takes place under this category of activity.															
Part 5: Registration															
No processing of personal data takes place under this category of activity.															
Part 6: Compliance															
17.06.01	Management and reporting of data protection breaches	Internal reporting and management of reported data protection breaches including notifying data subjects and reporting to the ICO.	ICT System - Council Network	Structured	All data subjects	All categories of personal data	Yes	6(1)(c) Legal Obligation General Data Protection Regulation (GDPR) and Data Protection Act 2018 9(2)(b) Social Protection Legal Obligations	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	3 years
Section 18: Legal Services															
Part 1: Advice															

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18.01.01	Provision to legal advice to internal Council services	Provision of case specific legal advice following request from Council service	ICT System: Council Network Paper based legal files	Structured	All data subjects	All categories of personal data	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(h) Social care, social protection and employment obligations OR 9(2)(f) For establishment, exercise or defence of legal claims	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years except if have major archival value or involve expert opinion of counsel when they are retained germanely.
Part 2: Bylaws															
18.02.01	Record of enforcement action taken in respect of City of Edinburgh Bylaws.	Enforcement action taken in instances where a breach of a City of Edinburgh Bylaw is proven.	ICT System: Council Network Paper based enforcement records	Structured	Individual who breach a bylaw	Name; Date of Birth; Address; Contact Details; Enforcement action taken	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years except if have major archival value or involve expert opinion of counsel when they are retained germanely.
Part 3: Land and highways															
No processing of personal data takes place under this category of activity.															
Part 4: Land registration															
No processing of personal data takes place under this category of activity.															
Part 5: Litigation															
18.05.01	Conduction of litigation in respect of Anti Social Behaviour Cases	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years

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18.05.02	Conduction of litigation in respect of Eviction actions	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years
18.05.03	Conduction of litigation in respect of Child Protection and Care actions including freeing for adoption, fostering and Child Protection Orders	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	100 years
18.05.04	Conduction of litigation in respect of Employment Tribunal matters	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years

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18.05.05	Conduction of litigation in respect of Mental Health and Capacity matters	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years
18.05.06	Conduction of litigation in respect of any other civil action taken by CEC	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years
18.05.07	Conduction of litigation in respect of Commercial matters including contract disputes and property disposal and acquisition matters	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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18.05.08	Conduction of litigation in respect of Criminal Matters	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
18.05.09	Conduction of litigation in respect of Debt Recovery cases	All records relating to litigation action commenced or defended by the Council including court applications, legal advice, court papers and court judgements.	ICT System: Council Network Paper based case file	Structured	Applicant and/or defendant in litigation	Name; Date of Birth; Address; Contact Details; Case / Social History; Details of litigation	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(f) For establishment, exercise or defence of legal claims	Scottish Court Service	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 6: Management of legal activities															
No processing of personal data takes place under this category of activity.															
Part 7: Planning controls															
No processing of personal data takes place under this category of activity.															
Section 19: Leisure and Culture															
Part 1: Allotments															
19.01.01	Processing of applications for allotments	Processing of applications received for allotment spaces managed by the Council and advising the applicant if their application is accepted or rejected.	ICT System: Council Network Paper based records	Structured	Applicants for allotment space	Name; Address; Contact Details; Allotment Application Details	No	6(1)(e) Official Authority vested in the controller (arising from various Public Space legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year

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19.01.02	Maintenance of allotment plot holder records	Records of allotment plot holders including payment details.	ICT System: Council Network Paper based records	Structured	Allotment plot holders	Name; Address; Contact Details; Allotment Allocation Details; Payment Details	No	6(1)(e) Official Authority vested in the controller (arising from various Public Space legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	2 years
Part 2: Archives															
19.02.01	Cataloguing archival holdings	Records of archival holdings and the archival holdings where they contain personal data	ICT System: Council Network Paper based records	Structured	Owners and donors of archival holdings; Subjects of archival holdings	Details of Archival Holding; Donors name and contact details (if appropriate)	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Heritage legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff. Archival holding held in secure storage within archive store or on suitable display with applicable security measures taken	5 years following end of life of deposit
19.02.02	Records of Loans from the City Archives to third parties	All records relating to loans of archival holdings made by the City Archive	ICT System: Council Network Paper based records	Structured	Loan Recipients	Name; Address; Contact Details; Loan Agreement	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Heritage legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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19.02.03	Records of Loans to the City Archives from third parties	All records relating to loans of archival holdings made to the City Archive	ICT System: Council Network Paper based records	Structured	Individuals who make a loan to the Council	Name; Address; Contact Details; Loan Agreement	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Heritage legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
19.02.04	Register of individual visitors to the Archives centre.	Visitors book, visitors registration forms and user database records	ICT System: Council Network Paper based records	Structured	Visitors	Name; Date and time of visit	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Heritage legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
19.02.05	Maintenance of enquiry log of queries received by the Archives centre.	Enquiry log of research enquiries received by the Archive service	ICT System: Council Network Paper based records	Structured	Enquiries	Name; Contact Details; Details of Enquiry	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Heritage legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

Part 3: Arts

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19.03.01	Records relating to applications and bids received for Arts funding	All records including funding applications, correspondence, funding agreements / contracts, payment information and evaluation information	ICT System: Council Network Paper based funding records	Structured	Applicants for funding; Artists / performers	Name; Date of Birth; Address; Contact Details; Funding Application / performance details;	No	6(1)(e) Official Authority vested in the controller (arising from various arts and culture legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 4: Community facilities															
19.04.01	Records relating to activities delivered by the Council through Community Centres and other Community Facilities.	All records relating to activities provided by the Council via Community facilities including attendance records.	ICT System: Council Network Paper based records	Structured	Participants in activities	Name; Date of Birth; Address; Contact Details; Activity Records	No	6(1)(e) Official Authority vested in the controller (arising from various Community Development and Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
19.04.02	Records relating to the hire of community centre facilities and other community facilities.	All records related to the hire of community facilities managed by the Council.	ICT System: Council Network Paper based records	Structured	Hirers of Community Facilities	Name; Address; Contact Details; Hire Records including hire agreement and payment details	No	6(1)(e) Official Authority vested in the controller (arising from various Community Development and Education legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 5: Leisure promotion															
No processing of personal data takes place under this category of activity.															
Part 6: Libraries															

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									Categories of Recipients of Disclosure (if any)	Destination of Transfer of Data (if any)	Subject to Automated Decision Making	3rd Party Data Processor Used	Joint Data Controller (if any)	Technical & Organisational Measures taken to Protect Personal Data	Envisaged Time Limits for Erasure of Personal Information <i>(See CEC Records Retention Schedule for further details)</i>
19.06.01	Administering library membership	All processing including library membership registration, loans and renewals and implementation of fines or other sanctions as detailed in the Library Management Rules.	ICT System: Your Library Paper based membership records	Structured	Library Members	Name; Address; Contact Information; Date of Birth (Child Members); Parent / Guardian Names (Child Members)	No	6(1)(e) Official Authority vested in the controller (arising from various Library and Leisure Facilities legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
19.06.02	Facilitation of access to online information from external agencies via library hosted websites on library devices	All processing including user registration	ICT System: Your Library Paper based membership records	Structured	Library Members	Name; User Name; Log in information	No	6(1)(e) Official Authority vested in the controller (arising from various Library and Leisure Facilities legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
19.06.03	Administration of sale of Teen Titles	Processing of customer subscriptions	ICT System: Council Network	Structured	Customers	Name; Address; Contact Details	No	6(1)(a) Consent Consent has been assessed to be appropriate for this activity using the CEC Consent Worthiness Proforma.	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	On cancellation of subscription.
Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks															

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19.07.01	Cataloguing museum & galleries holdings	Records of museums and galleries holdings and the actual holdings where they contain personal data	ICT System: Council Network Paper based records	Structured	Owners and donors of museum & galleries holdings; Subjects of archival holdings	Details of museum & galleries Holding; Donors name and contact details (if appropriate)	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and arts & leisure legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff. Archival holding held in secure storage within archive store or on suitable display with applicable security measures taken	5 years following end of life of deposit
19.07.02	Records of Loans from the museum & galleries collection to third parties	All records relating to loans of archival holdings made by the museums & galleries collection	ICT System: Council Network Paper based records	Structured	Loan Recipients	Name; Address; Contact Details; Loan Agreement	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and arts & leisure legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent
19.07.03	Records of Loans to the museum & galleries collection from third parties	All records relating to loans of archival holdings made to the museum & galleries collection	ICT System: Council Network Paper based records	Structured	Individuals who make a loan to the Council	Name; Address; Contact Details; Loan Agreement	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and arts & leisure legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
19.07.04	Maintenance of marketing list of individuals who have consented to receiving marketing information from the museums & galleries service	Use of marketing lists to promote upcoming events within the museums & galleries service	ICT System: Council Network	Structured	Individuals who wish to receive museums & galleries marketing information	Name; Address; Contact Details; Marketing Preferences	No	6(1)(a) Consent Consent has been assessed to be appropriate for this activity using the CEC Consent Worthiness Proforma.	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year

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Last Reviewed: 7/03/2024

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19.07.05	Records of bookings and sales made in the museums & galleries service	Processing of bookings and sales in the museums and galleries service.	ICT System: Council Network Paper based records	Structured	Individuals who make a booking or purchase through the museums & galleries service	Name (if booking made) Address (if booking made); Contact Details (if booking made); Payment information	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
19.07.06	Records of key contacts for the hosting of events in public buildings and spaces	Record of key contact information to support the safe and efficient utilisation of public buildings and spaces	ICT System: Council Network Paper based records	Structured	Individuals who are key contacts for events	Name (if booking made) Address (if booking made); Contact Details (if booking made); Payment information	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
Part 8: Cinemas and theatres															
19.08.01	Contract management with artists and performance companies.	All processing relating to the running of events within cinemas and theatres including management of artists and contract management.	ICT System: Council Network Paper based records	Structured	Artists; Production Companies	Name; Address; Contact Details; Contract Arrangements	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years

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19.08.02	Maintenance of marketing list of individuals who have consented to receiving marketing information from the museums & galleries service	Use of marketing lists to promote upcoming events within theatres & cinemas	ICT System: Mailchimp	Structured	Individuals who wish to receive theatres and cinemas marketing information	Name; Address; Contact Details; Marketing Preferences	No	6(1)(a) Consent Consent has been assessed to be appropriate for this activity using the CEC Consent Worthiness Proforma.	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. 1 year
19.08.03	Records of bookings and sales made in theatres & cinemas	Processing of bookings and sales in theatres and cinemas.	ICT System: Artefact and SR04 Paper based transaction records	Structured	Individuals who make a booking or purchase through theatres & cinemas	Name (if booking made) Address (if booking made); Contact Details (if booking made); Payment information	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff. 1 year
Part 9: Parks and open spaces														
19.09.01	Records of activities, events and promotions which take place within public spaces, parks and green spaces across Edinburgh.	All records related to activities, events and promotions held within parks and greenspace which are organised or facilitated by the Council.	ICT System: Council Network Paper based records	Structured	Individuals participating in activities, events and promotions	Name; Address; Contact Details	No	6(1)(e) Official Authority vested in the controller (arising from various Parks & Gardens legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff. 1 year
Part 10: Sports														
19.10.01	Records relating to applications for sports funding	All records including funding applications, correspondence, funding agreements / contracts, payment information and evaluation information	ICT System: Council Network Paper based funding records	Structured	Applicants for funding;	Name; Date of Birth; Address; Contact Details; Funding Application / sports performance details;	No	6(1)(e) Official Authority vested in the controller (arising from various sports and sports development legislation)	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff. 5 years

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19.10.02	Administration of a Sports Coach training programme	All processing necessary to plan and deliver the sports coaches training programme provided by the Council.	ICT System: Council Network Paper based training records	Structured	Details of individuals attending sport coaches training events	Name; Job Title; Address; Contact Details; Training requirements	No	6(1)(e) Official Authority vested in the controller (arising from various sports and sports development legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 11: Sports and leisure facilities															
19.11.01	Records of bookings and sales made in sports and leisure facilities	Processing of bookings and sales in sports and leisure facilities.	ICT System: Oracle Paper based booking records	Structured	Individuals who make a booking or purchase through sports and leisure facilities	Name (if booking made) Address (if booking made); Contact Details (if booking made); Payment information	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
19.11.02	Administering sports & leisure memberships	All processing including membership registration and activities participated in.	ICT System: Council Network Paper based membership records	Structured	Members	Name; Address; Contact Information; Date of Birth (Child Members); Parent / Guardian Names (Child Members)	No	6(1)(b) Performance of a contract to which the data subject is party	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
Section 20: Management															
Part 1: Ceremonial and events															

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20.01.01	Making a record of civic events hosted by the Council and official visits made to the Council	Keeping of records of events including video and audio recordings, visitors book, photographs, programme and speeches	ICT System: Council Network and Hard Copy Records	Structured	Elected Members; Council Officers; Visitors / Guests	Name; Job Title / Position; Video and audio recordings;	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent
20.01.02	Documenting official Council representation at events and ceremonies other than those organised or hosted by the Council	Keeping of records of events including video and audio recordings, visitors book, photographs, programme and speeches	ICT System: Council Network and Hard Copy Records	Structured	Elected Members; Council Officers; Visitors / Guests	Name; Job Title / Position; Video and audio recordings;	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 2: Communication support															
20.02.01	Records of provision of language translation services	Records of translation service requests received and services provided.	ICT System: ITS database Paper based service records	Structured	Clients	Name; Date of Birth; Address; Contact Details; Ethnic Origin / language spoken; Translation requirements	Yes	6(1)(e) Official Authority vested in the controller (arising from relevant Equalities legislation) 9(2)(h) Provision of social care	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 3: Corporate communications															

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20.03.01	Responses received to public consultations conducted by CEC	Records documenting the responses received from members of the public and other organisations to consultations conducted by CEC	ICT System: Council Network Paper based response records	Structured	Members of the Public; Representatives of External Organisations	Name; Address; Contact Details; Consultation Response	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Data pseudonymised prior to publication. Hard copy files securely stored and access restricted to relevant staff.	3 years
20.03.02	Responses received to public satisfaction surveys conducted by CEC	Records documenting the responses received from members of the public and other organisations to customer satisfaction surveys conducted by CEC	ICT System: Council Network Paper based response records	Structured	Members of the Public; Representatives of External Organisations	Name; Address; Contact Details; Survey Response	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Data pseudonymised prior to publication. Hard copy files securely stored and access restricted to relevant staff.	3 years
20.03.03	Maintenance of contact mailing lists for Council Communications	Council communications, such as the Council Leaders report, are distributed via e-mail to people who have registered to receive such updates.	ICT System: Council Network	Structured	Members of the Public; Representatives of External Organisations	Name; Email Address; Job Title (if applicable)	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	Not subject to automated decision making. The council uses automation software for aspects of this processing	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year
20.03.04	Taking of photographs, videos and audio recordings during public events education activities	Recording and photography of service users, citizens and visitors during public events	ICT System: Council Network	Structured	Service Users; Employees; Citizens; Visitors	Images of individuals	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation) 9(2)(a) Explicit consent of the data subject	None	UK/EEA	No	Yes - Providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	2 years

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20.03.05	Use of Royal Mail Print & Post and Dot.Post for sending external correspondence from the Council	Use of external providers to manage sending of external correspondence	ICT System: Council Network	Structured	Members of the Public; Representatives of External Organisations	Name; Postal Address	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied.	1 year
Part 4: Enquiries and complaints															
20.04.01	Records of general enquires and complaints handled by CEC	Maintenance of case files documenting the processing of customer enquiries and complaints, including investigations undertaken and responses issued	ICT System: Various complaints handling systems eg Capture Paper based investigation files	Structured	Complainants	Name; Date of Birth; Address; Contact Details; Details of complaint	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
20.04.02	Records of Stage 1 and 2 complaints handled by CEC relating to adults	Maintenance of case files documenting the processing of customer enquiries and complaints, including investigations undertaken and responses issued	ICT System: Various complaints handling systems eg Capture Paper based investigation files	Structured	Complainants	Name; Date of Birth; Address; Contact Details; Details of complaint	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
20.04.03	Records of Stage 1 and 2 complaints handled by CEC relating to children	Maintenance of case files documenting the processing of customer enquiries and complaints, including investigations undertaken and responses issued	ICT System: Various complaints handling systems eg Capture Paper based investigation files	Structured	Complainants	Name; Date of Birth; Address; Contact Details; Details of complaint	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years / 20 years

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20.04.04	Consideration of complaints handling by City of Edinburgh Council by the Scottish Public Services Ombudsman (SPSO)	Submission of documentation about complaints handling to the SPSO on request and engagement with SPSO investigations	ICT System: Various complaints handling systems eg Capture Paper based investigation files	Structured	Complainants	Name; Date of Birth; Address; Contact Details; Details of complaint	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	Scottish Public Services Ombudsman (SPSO)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	20 year
20.04.05	Handling of whistle blowing allegations made to the City of Edinburgh Council, either directly or via an independent hotline	Logging, investigating and consideration of allegations made under whistleblowing legislation or engagement with external investigation into such allegations	ICT System: Various complaints handling systems eg Capture Paper based investigation files	Structured	Whistle-blowers	Name; Date of Birth; Address; Contact Details; Details of whistleblowing allegation; Investigation of whistleblowing allegations	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	Independent Whistleblowing Hotline provider	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	20 year
20.04.06	External enquiries and investigations commissioned by the Council	Sharing of relevant information with external investigators commissioned by the Council	ICT System: Various complaints handling systems eg Capture Paper based investigation files	Structured	Complainants; Employees; Elected Members	Name; Date of Birth; Address; Contact Details; Details of Complaint; Complaint Investigation; Complaint Conclusion	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government legislation)	External Investigator	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

Part 5: External audits

No processing of personal data takes place under this category of activity.

Part 6: Business preparation

No processing of personal data takes place under this category of activity.

Part 7: Project management

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20.07.01	Edinburgh & South East Scotland City Region Deal	Maintenance of records about officers within the Council and Partner Agencies who are involved in supporting the City Region Deal programme	ICT System: Council Network	Structured	Employees; Partner Agencies Officers	Name; Job Title; Contact Details;	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and City Deal legislation)	City Region Deal Partners	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 8: Quality and performance															
20.08.01	Undertaking of internal audits, quality assurance and other monitoring and compliance activities	All internal audit activities undertaken to ensure controls in place within the Council are sufficient and are being adhered to.	ICT System: Council Network Paper based audit papers	Structured	All data subjects	All data categories	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 9: Statutory returns															
No processing of personal data takes place under this category of activity.															
Part 10: Strategic planning															
20.10.01	Responses received to staff consultations and surveys conducted by CEC.	Records documenting the responses received from staff to consultations and surveys conducted by CEC	ICT System: Council Network Paper based records	Structured	Employees	Name; Work; Contact details; Job title; Equality Monitoring	Yes	6(1)(b) Performance of a contract to which the data subject is party 9(2)(b) Obligations under employment law	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	
Part 11: Resilience															

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20.11.01	Resilience Training Records	Maintenance of records to evidence training completed by officers within the Council who have allocated resilience responsibilities	ICT System: Council Network Paper based training records	Structured	Employees	Name; Job Title; Contact Details; Record of training attended	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Emergency Planning legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
20.11.02	Serious Incident Emergency Response	Maintenance of records of Senior Officers who participate in the Council's Serious Incident Emergency Response rota	ICT System: Council Network Paper based training records	Structured	Employees	Name; Job Title; Contact Details (including Out of Hours contact details)	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Emergency Planning legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 12: Emergency services															
No processing of personal data takes place under this category of activity.															
Section 21: Planning and Building Standards															
Part 1: Building standards															
21.01.01	Processing of applications for Building Warrants	All records relating to building warrant applications including records of pre application discussion, application paperwork, consultation responses and application outcome.	ICT System: Uniform Paper based application records	Structured	Applicants; Agents; Consultees	Name; Address; Contact Details; Building Warrant Application details; Agents Name and Contact Details; Consultees name, contact details and consultation responses	No	6(1)(e) Official Authority vested in the controller (arising from various Planning Control and Building Standards legislation)	Applications for Building Warrants are published on the CEC Planning Portal to allow public inspection and consultation.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Between 25 years and permanently, depending on the type of application.

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21.01.02	Compliance and enforcement of building standards matters	All records relating to compliance and enforcement actions taken in circumstances where there has been unauthorised works or where buildings are assessed as been dangerous or defective.	ICT System: Uniform Paper based application records	Structured	Individuals subject to compliance and enforcement actions	Name; Address; Contact Details; Details of compliance and enforcement action taken	No	6(1)(e) Official Authority vested in the controller (arising from various Planning Control and Building Standards legislation)	Compliance and Enforcement actions taken are published on the CEC Planning Portal to allow public inspection and consultation.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent
Part 2: Development management															
21.02.01	Processing of applications for Building Warrants	All records relating to building warrant applications including records of pre application discussion, application paperwork, consultation responses and application outcome.	ICT System: Uniform Paper based application records	Structured	Applicants; Agents; Consultees	Name; Address; Contact Details; Planning Permission Application details; Agents Name and Contact Details; Consultees name, contact details and consultation responses	No	6(1)(e) Official Authority vested in the controller (arising from various Planning legislation)	Applications for Planning Permission are published on the CEC Planning Portal to allow public inspection and consultation.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Between 25 years and permanently, depending on the type of application.
21.02.02	Compliance and enforcement of planning matters	All records relating to compliance and enforcement actions taken in circumstances where there has been unauthorised works or where buildings are assessed as been dangerous or defective.	ICT System: Uniform Paper based application records	Structured	Individuals subject to compliance and enforcement actions	Name; Address; Contact Details; Details of compliance and enforcement action taken	No	6(1)(e) Official Authority vested in the controller (arising from various Planning legislation)	Compliance and Enforcement actions taken are published on the CEC Planning Portal to allow public inspection and consultation.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent
21.02.03	Making of Tree Preservation Orders	All records relating to the making of Tree Preservation Orders where they involve the processing of personal data (for example of the owner of the property in which a tree made subject to a TPO is situated)	ICT System: Uniform Paper based application records	Structured	Individuals involved in a Tree Preservation Order being made	Name; Address; Contact Details; Details of Tree Preservation Order	No	6(1)(e) Official Authority vested in the controller (arising from various Planning legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent

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21.02.04	Making of High Hedge Order	All records relating to the making of a High Hedge Orders where they involve the processing of personal data (for example of the owner of the property in which a hedge made subject to a High Hedge is situated)	ICT System: Uniform Paper based application records	Structured	Individuals involved in a High Hedge Order being made	Name; Address; Contact Details; Details of High Hedge Order	No	6(1)(e) Official Authority vested in the controller (arising from various Planning legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	Permanent
Part 3: Forward planning															
21.03.01	Local Development Plan preparation	All records relating to consultation undertaken in the preparation of the Local Development Plan	ICT System: Uniform Paper based application records	Structured	Applicants; Agents; Consultees	Consultees name, contact details and consultation responses	No	6(1)(e) Official Authority vested in the controller (arising from various Planning Control and Building Standards legislation)	Local Development Plan consultation responses are published online as part of the preparation process	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Section 22: Procurement															
Part 1: Contracting															
22.01.01	Contract, Grant and supplier management	Keeping all records associated with contract and supplier management such as contract handover documents, record of contract variations and contract monitoring and performance records	ICT System: Oracle Paper based contract records	Structured	Individuals with whom the Council contracts; Representative(s) of organisations with whom the Council contracts	Name; Address; Contact Details; Job Title / Position; Details of service provided under contract	No	6(1)(b) Performance of a contract to which the data subject is party	Police Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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22.01.02	Supplier set up and management	Keeping all records associated with the setting up of a new supplier including HM Revenue & Customs Status check and vendor personal details	ICT System: Oracle Paper based supplier records	Structured	Individuals with whom the Council contracts; Representative(s) of organisations with whom the Council contracts	Name; Address; Contact Details; Job Title / Position; Bank Account Details; HM Revenue & Customs status check outcome	No	6(1)(b) Performance of a contract to which the data subject is party	Police Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
Part 2: Market information															
No processing of personal data takes place under this category of activity.															
Part 3: Tendering															
22.03.01	Managing the process for tendering Council contracts	Record of invitation to tender, tenders received, tender evaluations, clarifications and responses and post tender negotiation	ICT System: Oracle Paper based tendering records	Structured	Individuals whom submit a tender to the Council; Representative(s) of organisations whom submit a tender to the Council	Name; Address; Contact Details; Job Title / Position; Details of tender	No	6(1)(b)To take steps at the request of the data subject prior to entering into a contract	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Section 23: Registrars															
Part 1: Marriage services															
23.01.01	Maintenance of schedule of marriages and civil partnerships	CEC are data processors on behalf of National Records of Scotland and are responsible for maintaining schedules of marriages and civil partnerships in Edinburgh.	National Records of Scotland ICT System and associated paper records	Structured	Individuals who intend to enter into a marriage or civil partnership	Name; Date of Birth; Marital Status; Parents Names; Address; Contact Details; Marriage ceremony details	Yes	6(1)(c) Legal Obligation Registration of Births, Death and Marriages (Scotland) Act 1965 9(2)(b) Social Protection Legal Obligations	Information transferred to National Records of Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	After inspection by National Records of Scotland

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23.01.02	Maintenance of Register of Corrections in respect of marriages and civil partnerships	CEC are data processors on behalf of National Records of Scotland and are responsible for maintaining a register of corrections of marriages and civil partnerships in Edinburgh.	National Records of Scotland ICT System and associated paper records	Structured	Individuals who intend to enter into a marriage or civil partnership	Name; Date of Birth; Marital Status; Parents Names; Address; Contact Details; Marriage ceremony details	Yes	6(1)(c) Legal Obligation Registration of Births, Death and Marriages (Scotland) Act 1965 9(2)(b) Social Protection Legal Obligations	Information transferred to National Records of Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	After inspection by National Records of Scotland
23.01.03	Register of Marriages and Civil Partnerships	CEC are data processors on behalf of National Records of Scotland and are responsible for maintaining registers of marriages and civil partnerships in Edinburgh.	National Records of Scotland ICT System and associated paper records	Structured	Individuals who intend to enter into a marriage or civil partnership	Name; Date of Birth; Marital Status; Parents Names; Address; Contact Details; Marriage ceremony details	Yes	6(1)(c) Legal Obligation Registration of Births, Death and Marriages (Scotland) Act 1965 9(2)(b) Social Protection Legal Obligations	Information transferred to National Records of Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	After inspection by National Records of Scotland
Part 2: Registration of births, marriages and deaths															
23.02.01	Register of Births	CEC are data processors on behalf of National Records of Scotland and are responsible for maintaining registers of births in Edinburgh.	National Records of Scotland ICT System and associated paper records	Structured	Individuals who intend to enter into a marriage or civil partnership	Name; Date of Birth; Time of Birth; Location of Birth; Parents Names; Address; Contact Details;	Yes	6(1)(c) Legal Obligation Registration of Births, Death and Marriages (Scotland) Act 1965 9(2)(b) Social Protection Legal Obligations	Information transferred to National Records of Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	After inspection by National Records of Scotland

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23.02.02	Register of Still Births	CEC are data processors on behalf of National Records of Scotland and are responsible for maintaining registers of still births in Edinburgh.	National Records of Scotland ICT System and associated paper records	Structured	Individuals who intend to enter into a marriage or civil partnership	Name; Date of Still Birth; Time of Still Birth; Location of Still Birth; Parents Names; Address; Contact Details;	Yes	6(1)(c) Legal Obligation Registration of Births, Death and Marriages (Scotland) Act 1965 9(2)(b) Social Protection Legal Obligations	Information transferred to National Records of Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	After inspection by National Records of Scotland
23.02.03	Register of Deaths	CEC are data processors on behalf of National Records of Scotland and are responsible for maintaining registers of deaths in Edinburgh.	National Records of Scotland ICT System and associated paper records	Structured	Individuals who intend to enter into a marriage or civil partnership	Name; Date of Death; Time of Death; Cause of Death; Location of Death; Name of person registering death; Address; Contact Details;	Yes	6(1)(c) Legal Obligation Registration of Births, Death and Marriages (Scotland) Act 1965 9(2)(b) Social Protection Legal Obligations	Information transferred to National Records of Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	After inspection by National Records of Scotland
Part 3: Treasure trove															
This is not a Local Authority Function in Scotland.															
Section 24: Risk and Insurance															
Part 1: Claims															
24.02.01	Claim management of insurance claims made by CEC	All processing necessary to progress insurance claim	ICT System: LACHS Paper based claim management files	Structured	Claimants	Name; Date of Birth; Address; Contact Details; Circumstances of Insurance Claim	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation) 9(2)(f) Exercise of legal claims	UK based Data Processor used to undertake claim management	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years

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24.02.02	Claim Management of claims made against CEC in respect of adults	All processing necessary to progress insurance claim	ICT System: LACHS Paper based claim management files	Structured	Claimants	Name; Date of Birth; Address; Contact Details; Circumstances of Insurance Claim	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation) 9(2)(f) Defence of legal claims	UK based Data Processor used to undertake claim management	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years
24.02.03	Claim Management of claims made against CEC in respect of children	All processing necessary to progress insurance claim	ICT System: LACHS Paper based claim management files	Structured	Claimants	Name; Date of Birth; Address; Contact Details; Circumstances of Insurance Claim	Yes	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation) 9(2)(f) Defence of legal claims	UK based Data Processor used to undertake claim management	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	19 years
Part 2: Insuring against loss															
24.02.01	Arranging Insurance Cover as required by CEC	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Employees; Tenants; Customers / clients; Members of the public	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
24.02.02	Promotion of Contents Insurance Cover to CEC Housing Tenants	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Tenants	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided		6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	6 years

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24.02.03	Provision of buildings insurance for former council housing where CEC provided mortgage facilities	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Owner Occupiers who had exercised a Right to Buy	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	7 years
24.02.04	Provision of Insurance Services, including making insurance arrangements, managing claims and providing advice for Scottish Borders Council	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Employees; Tenants; Customers / clients; Members of the public	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	8 years
24.02.05	Provision of Insurance Services, including making insurance arrangements, managing claims and providing advice for Lothian Valuation Joint Board	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Employees; Tenants; Customers / clients; Members of the public	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	9 years
24.02.06	Provision of Insurance Services, including making insurance arrangements, managing claims and providing advice for Lothian Valuation Joint Board	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Employees; Tenants; Customers / clients; Members of the public	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	10 years

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24.02.07	Provision of Insurance Services(for buildings insurance only) for Lothian Pension Fund	All records relating to the arranging of suitable insurance including tenders, evaluations and insurance cover contracts	ICT System: LACHS Paper based insurance records	Structured	Tenants	Name; Date of Birth; Address; Contact Details; Insurance Needs and Cover provided	No	6(1)(e) Official Authority vested in the controller (arising from various Local Government and Finance legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	11 years
Part 3: Risk management															
No processing of personal data takes place under this category of activity.															
Section 25: Transport and Infrastructure															
Part 1: Design and construction															
No processing of personal data takes place under this category of activity.															
Part 2: Flood prevention, harbours, reservoirs and waterways															
No processing of personal data takes place under this category of activity.															
Part 3: Roads development control															
25.03.01	Record of responses received in respect of consultations on roads planning schemes and amendments	Representations received, considered and responded to as appropriate	System: Comino Paper based response records	Structured	Consultation Respondents	Name; Contact Details; Details of Representations made	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Development legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 4: Highway enforcement															
25.04.01	Management of on-street and off-street parking bays for which payment is due	All processing including online payment of parking charges, issuing and collection of Penalty Charge Notices and all processing related to the uplift of vehicles from controlled parking zones.	ICT System: Xerox Parking & Bus Lane Enforcement Paper based management records	Structured	Customers	Name; Address; Contact Details; Car Registration Number; Parking location and duration	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	Information shared with DVLA if registered owner requires to be identified in order to pursue debt etc.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

Data Controller The City of Edinburgh Council, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Named Data Protection Officer: Kevin Wilbraham, Information Governance Manager **Last Reviewed:** 7/03/2024 **Date Updated:** **Scheduled Date of Next Review:** 7/03/2026
Contact Details: E-mail: information.compliance@edinburgh.gov.uk Telephone: 0131 469 6200 **Version Number:** 3

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25.04.02	Management of bus lane entry restrictions	All processing including online payment of Penalty Charge Notices issued for bus lane violations	ICT System: Xerox Parking & Bus Lane Enforcement Paper based management records	Structured	Customers	Name; Address; Contact Details; Car Registration Number; Bus Lane violation location and time	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	Information shared with DVLA if registered owner requires to be identified in order to pursue debt etc.	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
25.04.03	Processing applications for on-street permits for builders skips, building materials, scaffolding etc.	All records associated with the process for handling applications for and issuing of permits allowing for the use of the public highway for a specified purpose for a specified duration.	ICT System: iWorld Paper based application records	Structured	Applicants	Name; Address; Contact Details; Application Details	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
25.04.04	Processing applications for the provision of drop kerbs.	All records associated with the process for handling applications for and permission issued for the provision of a dropped kerb in a specified location.	ICT System: iWorld Paper based application records	Structured	Applicants	Name; Address; Contact Details; Application Details	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 5: Infrastructure management															
25.05.01	Infrastructure faults	All records associated with the process for received reports of infrastructure faults from individuals	ICT System: iWorld Paper based application records	Structured	Applicants	Name; Address; Contact Details; Fault details	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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25.05.02	Replenishment of grit bins and other infrastructure sundries	All records associated with the process for receiving reports of empty grit bins and other required infrastructure sundries	ICT System: iWorld Paper based application records	Structured	Applicants	Name; Address; Contact Details; Request details	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years
Part 6: Public transport															
25.06.01	Processing applications for concessionary travel	All records associated with the process for handling applications for concessionary travel.	ICT System: iWorld Paper based application records	Structured	Applicants	Name; Address; Contact Details; Eligibility for Concessionary Travel	No	6(1)(e) Official Authority vested in the controller (arising from various Education and Transport legislation)	Scottish Government	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 7: Rights of way															
No processing of personal data takes place under this category of activity.															
Part 8: Road maintenance															
No processing of personal data takes place under this category of activity.															
Part 9: Road safety															
25.09.01	Records of investigations undertaken into reported road safety hazards or road accidents and action taken in response.	All records associated with the process for investigating road safety incidents and accidents and the actions arising from those investigations..	ICT System: iWorld Paper based investigation files	Structured	Accident Victims or those involved in reported incidents	Name; Address; Contact Details; Circumstance of accident / incident; Investigation Report; Actions arising from investigation	No	6(1)(e) Official Authority vested in the controller (arising from various Roads and Road Safety legislation)	Police Scotland	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years

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25.09.02	Administration of a Road Safety training programme	All processing necessary to plan and deliver the road safety training programme provided by the Council.	ICT System: iWorld Paper based training records	Structured	Details of individuals attending road safety training events	Name; Job Title; Address; Contact Details; Training requirements	No	6(1)(e) Official Authority vested in the controller (arising from various Roads and Road Safety legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Part 10: Schools transport															
25.10.01	Processing applications for the provision of school transport	All records associated with the process for handling applications for and issuing of school transport passes.	ICT System: iWorld Paper based application records	Structured	School Pupils	Name; Address; Contact Details; Parent / Guardian Name and Contact Details; School enrolment	No	6(1)(e) Official Authority vested in the controller (arising from various Education and Transport legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	5 years
Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks															
25.11.01	Handling complaints received about traffic management matters	Maintenance of case files documenting the processing of customer complaints, including investigations undertaken and responses issued	ICT System: Council Network Paper based investigation files	Structured	Complainants	Name; Address; Contact Details; Details of complaint; Outcome of Investigation	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	None	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	3 years

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25.11.02	Processing applications for a resident parking permit or a disabled parking blue badge	All records associated with the process for handling applications for and issuing of resident and disabled parking permits.	ICT System: iWorld Paper based application records	Structured	Applicants	Name; Address; Contact Details; Vehicle Registration Number; Vehicle Engine Emissions Health (for blue badge only)	No	6(1)(e) Official Authority vested in the controller (arising from various Roads Management legislation)	NHS Lothian (where relevant to blue badge application)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	Noe	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
Part 12: Transport planning															
No processing of personal data takes place under this category of activity.															
Section 26: Waste Management															
Part 1: Waste Strategy															
No processing of personal data takes place under this category of business.															
Part 2: Fly tipping															
26.02.01	Recording of requests made for fly tipping cleaning services	Recording of service request	System: Council Network Paper based request records	Structured	Requesters of Service	Name: Address; Contact Details: Service Request Details	No	6(1)(e) Official Authority vested in the controller (arising from various fly tipping legislation)		UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
Part 3: Street cleaning															
26.03.01	Recording of requests made for street cleaning services	Recording of service request	System: Council Network Paper based request records	Structured	Requesters of Service	Name: Address; Contact Details: Service Request Details	No	6(1)(e) Official Authority vested in the controller (arising from various street cleaning legislation)		UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year

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26.03.02	Handling of complaints and enquiries made about Street Cleaning services	Investigation into and response to enquiries and complaints received by the Street Cleaning service	System: Council Network Paper based complaints files	Structured	Complainants	Name: Address; Contact Details: Complaint Details	No	6(1)(e) Official Authority vested in the controller (arising from various street cleaning legislation)		UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
Part 4: Waste collection															
26.04.01	Provision of Assisted Collection service to households who meet qualifying criteria	Assessment of households qualification for assisted collection service and record of collection assistance to be provided.	System: Council Network Paper based application records	Structured	Citizens	Name; Contact Details; Household Composition; Qualification for Service	Yes	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation) 9(2)(h) Provision of social care		UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
26.04.02	Operation of Garden Waste Collection Service for registered households	Households registered for green waste collection and service is provided and invoiced for per schedule of collections.	System: Council Network Paper based service records	Structured	Citizens	Name; Address; Contact Details; Payment Details	No	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation)		UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year

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26.04.03	Investigation into vehicles left abandoned in the City of Edinburgh and removal where necessary	Investigation by CEC of vehicles which appear to have been abandoned in Edinburgh.	System: Council Network Paper based investigation files	Structured	Owners of abandoned vehicles	Name of Registered Owner; Address of Registered Owner; Contact Details for Registered owner	No	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
26.04.04	Handling of complaints and enquiries made about Waste Collection services including missed bin collection notifications	Investigation into and response to enquiries and complaints received by the Waste Collections service	System: Council Network Paper based complaints files	Structured	Complainants	Name: Address; Contact Details: Complaint Details	No	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
26.04.05	Operation of Bulky Waste Collection Service	Households requesting bulky waste collection services	System: Council Network Paper based service records	Structured	Citizens	Name; Address; Contact Details; Payment Details (if relevant)	No	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
26.04.07	Operation of CCTV cameras on Waste Collection vehicles	Capture of CCTV images from on vehicle CCTV cameras	System: Council Network Paper based service records	Structured	Citizens	CCTV images of immediate surrounding of Waste Collection vehicle	No	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation)	UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	30 days

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26.04.08	Operation of appointment system for access to Household Waste Recycling Centre	Operation of appointment system during periods when the capacity of HWRC requires to be managed	System: Council Network Paper based service records	Structured	Citizens	Name; Address; E-mail address; Car registration number	No	6(1)(e) Official Authority vested in the controller (arising from various Waste Management legislation)		UK/EEA	No	Yes - Providers of activity specific services and providers of ICT Services under CEC contract frameworks	None	ICT System Access Controls and ICT Security Protocols applied. Hard copy files securely stored and access restricted to relevant staff.	1 year
Part 5: Waste disposal															
No processing of personal data takes place under this category of business.															
Part 6: Waste reduction															
No processing of personal data takes place under this category of business.															