

**Corby Borough Council - Information Asset Register Privacy Notice**

Name of asset	What does it do	Personal data	Shared	Retention	Legal Basis for Processing
<b>CB Property Services</b>					
Asset Register	List of CBC owned land, buildings, garage sites and long lease residential properties, including details of current tenants	Tenants addresses	No	Updated as changes occur	The processing is necessary in relation to a contract which the individual has entered into
Allotment Waiting List	List of local residents that would like an allotment plot	Residents addresses and contact details	No	Updated as changes occur	The processing is necessary because the individual has asked for something to be done so they can enter into a contract
Current Allotment Tenants	List of residents that rent allotment plot	Residents addresses and contact details	No	Previous tenants information held for 5 years	The processing is necessary in relation to a contract which the individual has entered into
Small Land Applications	List of local residents that have applied to purchase land adjacent to their property	Residents addresses and contact details	No	5 years	The processing is necessary because the individual has asked for something to be done so they can enter into a contract
Easements	List of local residents with access over CBC owned land	Residents addresses and contact details	No	Current tenants only - Past tenants information is not stored	The processing is necessary in relation to a contract which the individual has entered into
Requirements List	List of people or businesses looking to rent a retail / commercial / industrial unit	Contact details	No	3 months	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Parking Permits	List of staff and residents issued with paid parking permits	Residents addresses and contact details	No	Current tenants only - Past tenants information is not stored	The processing is necessary in relation to a contract which the individual has entered into
Rent Deposits	List of all rent deposits	Tenants name, tenants property address, rent amount and deposit	Internally with other teams if deposits are returned or money removed	Current tenants only - Past tenants information is not stored	The processing is necessary in relation to a contract which the individual has entered into
Tenancy at Will - Corby Enterprise Centre/ Corby Innovation Hub	Details of Tenancy at Will agreements	Name and address	CB Property Staff	Current tenants only - past tenants information is not stored	The processing is necessary in relation to a contract which the individual has entered into
Application/ Proof of Identity - Corby Enterprise Centre /Corby Innovation Hub	Proof of I.D. with regard to tenant applications	Name, address, bank details, passport and driving licence details	No	Current tenants only - past tenants information is not stored	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Expression of Interest List	List of people expressing an interest in letting commercial space	Email address, telephone numbers and address details	CB Property Staff	3 months	The individual whom the personal data is about has consented to the processing
St Marks Contact List	List of contacts for each unit	Email address, telephone numbers and address details	CB Property Staff	Current tenants only - past tenants information is not stored	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Southfolds Road Contact List	List of contacts for each unit	Email address, telephone numbers and address details	CB Property Staff	Current tenants only - past tenants information is not stored	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Complaints/ Compliments/ MP Requests	Record of complaints, compliments and MP requests for information directed through CB Property Services	Residents addresses and contact details	No	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Traders for Christmas Market	List of traders booked for Christmas Market event	Traders contact details	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
<b>Chief Executive's Office</b>					
Complaints/ Compliments/ MP Requests	Record of complaints, compliments and MP requests for information directed through the Chief Executive's Office	Yes; includes sensitive personal data	No	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.

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ERDF Project - George Street Public Realm	* Creditor invoices * Board Progress Meetings * Correspondence * Funding Application and Agreements * Article 42 ERDF Enhanced Checks	Yes; includes sensitive personal data	European Regional Development Fund Team	25 years	The processing is necessary for administering public functions.
GAF Funding Projects: * George Street Public Realm * Corby Central & Northern Area Master Plan (Tresham Demolition) * Corby Cube * Corby Swimming Pool and Willow Theatre Demolition * Corby Parkland Gateway Car Park	* Creditor invoices * Minutes and agendas * Correspondence * Funding Application and Agreements	Yes; includes sensitive personal data	NorthamptonshireCounty Council	25 years	The processing is necessary for administering public functions.
<b>Corporate Services</b>					
Council Tax	List all Council Tax records	Yes - some records also include bank account details	Enforcement Agents, HMCTS, Fraud, Valuation Office and Detection & Prevention of Crime	6 years	The processing is necessary for administering public functions.
Business Rates	List all Business Tax records	Yes - some records also include bank account details	HMRC, Enforcement Agents, HMCTS, Trading Standards, Valuation Office and Detection & Prevention of Crime	6 years	The processing is necessary for administering public functions.
Customer Access Management System	Stores customer details and service requests	Yes - details of all correspondence	No	Electronic - lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.
ERDF Projects: CEC/Electric Corby/Growing Corby	Creditor invoices/ Timesheets/Payslips	Yes; includes sensitive personal data	European Regional Development Fund Team	25 years	The processing is necessary for administering public functions.
Complaints / Compliments / MP Requests	Record of complaints, compliments and MP requests for information directed through Corporate Services	Yes - includes name, address, e-mail, nature of complaint and resolution	No	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Financial System	Lists all the creditors and debtors that we raise purchase orders and invoices for	Bank account details	No	6 years	The processing is necessary for administering public functions.
Legal System	All legal case matters to include Right to Buy, Prosecutions, Housing Advice, Commercial Transactions, Service Area advice etc	Yes - includes personal and sensitive data and commercially sensitive data	Internally: Depot, Housing, HR, Finance and CB Property. Externally: Solicitors and Valuation Agencies	15 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Legal System	Requests for Fol's/SAR's	Name, address, email address and telephone numbers	CBC officers only to retrieve information	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Corporate Complaints Database	Lists all the names and addresses, details of complaints for Customer Complaints corporately	Yes; includes sensitive personal data	No	5 years from 6-month report being produced in April & October each year.	The processing is necessary as the individual whom the personal data is about has consented to the processing.

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Returned Procurement Documentation	Formal responses to procurement activity	No; potentially commercially sensitive	Yes; Contract Managers and Contracts Solicitor	Successful bid 12 years from expiry of contract, unsuccessful 12 months from commencement of contract	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Benefits Claims	Lists all benefits claimants and their personal data	Yes; includes sensitive persona/financial data	DWP, HMRC, Enforcement Agents, HMCTS, Fraud and Detection & Prevention of Crime	6 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
<b>Culture &amp; Leisure</b>					
Class Register	List of attendees	Name and contact number	No	Until individual leaves the class	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Sport and Play Individual Registration Forms	Sport and Play individual registration forms for all children attending one of sport and play sessions/club	Name, address, date of birth, medical issues and photo consent	Session instructor and coaches and sport and play team	Until child reaches 24 years old	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Corby Sports Awards Nomination Forms	Individual nomination forms for all nominees, collected annually.	Name, address and date of birth	Initially yes with panel members, but not following that	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
FAST Pass Scheme	Individual application forms for athletes who apply to the scheme	Name, address and date of birth	No	6 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Complaints/ Compliments/ MP Requests	Record of complaints, compliments and MP requests for information directed through the Chief Executive's Office	Yes; includes sensitive personal data	No	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Safeguarding (Children & Young People data kept by C&L on a separate spreadsheet)	Confidential information of cases and concerns	Names, addresses, telephone numbers and personal data	Only with NSCB Mash Team or Police	Until child reaches 24 years old	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Direct Debit Collection Reports	All direct debit collection details, not including monetary figures	Name and Member ID number	No	6 years	The processing is necessary in relation to a contract which the individual has entered into
Par Q's / Consultation Forms	Individual health disclosure forms of those who attend the gym	Name, address, date of birth, medical issues and contact number	No	6 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Learn to Swim Applications	Individual application forms for people wishing to join the programme	Name, address, date of birth, e-mail address and contact number	No	Until place allocated	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Incident Forms	Completed individual forms for people who have been involved in an incident in/around the facility	Name, address, date of birth and contact number	Resilience Team/Community Safety	7 years (24 years - child)	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Work Placement Requests	Individual requests for work placements within facility	Name, address, date of birth and contact number	No	Up to 1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Fitness Enquiry Forms	Collects information from prospective members	Name, address, contact number and e-mail address	No	Until contacted	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Visitor Registration signing in sheets	Collects information from companies and individuals visiting LPSC	Name and company details	No	Until book is filled	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Customer Comment Book	Records comments / complaints from customers	Name, address, contact number and e-mail	Culture & Leisure	Until book is filled	The processing is necessary as the individual whom the personal data is about has consented to the processing.
SPLAT Registration Folder	Collects information from 6-14 year olds and parents/carers who attend children's holiday activity club	Name, address, contact number, email and medical history	Shared with SPLAT staff	Until children are aged 21	The processing is necessary as the individual whom the personal data is about has consented to the processing.

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Lost Property Folder	Collects information from people collecting lost property	Name	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Tots 'n' Tids Registration Forms	Collects information from users of the tots 'n' tids group	Name, contact number and e-mail address	No	Until children are aged 21	The processing is necessary as the individual whom the personal data is about has consented to the processing.
NRG Disability Folder	Collects information from users and parents/carers who attend the disability group	Name, address, contact number, email and medical history	Shared with NRG staff	Until children are aged 21	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Party Booking Diary	Collects information from people booking parties at LPSC	Name, address, telephone number and email	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Party Booking Form	Collects information and details of the type of party, numbers etc	Name, address, contact number and email	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Junior Loyalty Card Application Forms	Collects information from juniors wanting to have loyalty cards	Name, address, contact number and email	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Safeguarding Photography Registration Sheet	Collects information and details of customers / organisations, wanting to take photos within LPSC	Name, address, contact number and email	No	Unitl child reaches 24 years old	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Volunteer Contacts	Lists of all volunteers	Name, address, contact number and email	No	As long as Volunteer	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Grant Application Forms	Application form to be considered for a Council grant	Name, address, phone number, email and some bank details	No	6 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Corby Lottery	Records details of all members of the public who have bought or registered for the Corby Lottery	Names, addresses, phone numbers, email address and some bank details	Gatherwell who administer the lottery on behalf of CBC	For as long as Corby Lottery is "live"	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Leisure Management System	Lists all loyalty card holders that access leisure facilities	Name, address, contact details and bank account details	No	Indefinitely	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Bodi Trax system	Lists details of customers	Name, date of birth and email address	No	Indefinitely	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Love Corby	Members distribution list	Names, address, contact details and email address	No	As long as Member	The processing is necessary in relation to a contract which the individual has entered into
Sport and Play Session Registers	Lists all attendees attending sport and play sessions	Name, address, birth date and any medical issues	No	Until children are aged 21	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Volunteer Contacts	Lists all of the volunteers on the Woodland Project	Name, address, contact details and email address	No	As long as Volunteer	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Devolved Community Centre Contact List	Lists all names and contact numbers for key holders of devolved facilities	Names and phone numbers	No	As long as Key Holder	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Block Booking Contact Information	Lists all block booking contact details at Lodge Park Sports Centre, Corby Swimming Pool and West Glebe	Name, phone number and email address	No	As long as Member	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Businesses & Schools Distribution Lists	List of businesses for sponsorship opportunities and school contacts	Name, addresss, contact details and email address	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Corby Sports Forum Database	List of local sports clubs & contacts	Name, address, email, website and telephone number	No	As long as Member	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Friends of the Park	Contact lists for friends of the park	Names and phone numbers	No	As long as Member	The processing is necessary as the individual whom the personal data is about has consented to the processing.

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<b>Democratic Services</b>					
Electoral Register	Lists all properties in Borough and all registered voters	Name, date of birth, address, telephone number, email address abd nationality of electors	Paper copy only for Public Inspection, distribution governed by statute	Annually	The processing is necessary for administering public functions.
Electoral Registration	Forms information submitted by electorate	Name, date of birth, address, telephone number, email address abd nationality of electors	No	1 year	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Member Surgery Records	Provides details of all contacts and issues raised through Member Surgeries	Names and addresses	CBC Staff only	10 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Local Government Ombudsman Cases	Records all complaints directed through LGO	Names and addresses	CBC staff only	10 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Tender Register	Records details of procurement exercises and bids received in accordance with Contract Standing Orders	Names, company addresses, bank and insurance details	Yes, with client officers, Procurement Officer, Auditors in accordance with Council rules and procedures	Unsuccessful bids - 3 years Successful bids - 5 years after contract ends	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Members Register of Interests	Records details of Members Interests as required by Code of Conduct	Yes - as defined by statute	Public Register	4 years	The processing is necessary for administering public functions.
Election Material	Ballot Papers, corresponding number lists etc	Includes personal and sensitive material, including name, address, date of birth and signatures	No	1 year	The processing is necessary for administering public functions.
<b>Housing &amp; Neighbourhood Services</b>					
Housing Register	Lists all applicants who require and are eligible for housing under the housing allocations policy	Yes; includes sensitive personal data	Yes, joint system with Kettering Borough Council and Wellingborough Borough Council	Annually - moved to tenancy file after offer accepted	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Asset Management System	Holds tenant name against individual dwellings, but no other personal information	Name	No	10 years from date of contract expiry with software provider	The processing is necessary as the individual whom the personal data is about has consented to the processing.
ECIN's	Multi Agency case management cloud based system	Yes; includes sensitive personal data	Multi agency countywide	Lifetime	The process is necessary for administering justice, or for exercising statutory, governmental or other public functions.
CCTV	Records footage from Borough CCTV systems	Not directly	Multi agency and Police for Crime and Disorder issues	28 days minimum	The process is necessary for administering justice, or for exercising statutory, governmental or other public functions.
CAS Module	CBC ASB case management software	Yes; includes sensitive personal data	Some information shared if the case is escalated	Lifetime	The process is necessary for administering justice, or for exercising statutory, governmental or other public functions.
Complaints/ Compliments/ MP Requests	Record of complaints, compliments and MP requests for information directed through H&NS	Name, address, nature of complaint and resolution	No	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Housing Management system	Records who has a tenancy . Tenant details, rent account, court cost account, rechargeable accounts, former tenant accounts history & levels and record of repairs	Yes - includes sensitive data	No	30 years after termination of tenancy	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Housing Management System	Records details of leasehold properties, account and repairs	Yes - includes sensitive data	No	Lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Housing Drive Folders and Files	Miscellaneous electronic records, copies of letters and forms	Names and addresses	No	Lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.

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Alarm Monitoring System	Records details of customers linked to alarm services	Yes - includes sensitive data	No - but can be accessed remotely	Lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.
<b>Human Resources</b>					
Recruitment Data	Application form data relating to candidate: Equal Opportunities Monitoring Forms	Yes- sensitive personal information	HR staff	6 years post termination for successful applicant and 6 months post recruitment process ending for unsuccessful candidates	The processing is necessary in relation to a contract which the individual has entered into
<b>Planning and Environmental Services</b>					
Taxi Licensing	Records details of all hackney carriage proprietors/drivers	NI details and other personal data	No	7 years	The processing is necessary for administering public functions.
Landlord List	Lists all landlords that we have had dealings with	Yes, includes sensitive, personal data	Occasionally with Fire Brigade	Annually	The processing is necessary for administering public functions.
DFG/HRG Contractor List	Lists all contactors that we use countywide for DFG and HRG's	Bank account details	With other Local Authorities within the county	Indefinitely	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
DFG/HRG Recipient List	Lists all current and past details of grant recipients	Yes, includes sensitive, personal data	No	30 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Planning Policy Consultation Database	Provides details of all contacts that want to be informed of consultations	Yes, includes sensitive, personal data	No	Kept on file until contact requests that details are removed	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Employment Sites	Potential sites identified in Local Plan	Yes - includes company ownership	No	Indefinitely or until site developed	The processing in accordance with the legitimate interests condition
Commercial Waste Customers	Lists the customers who receive commercial/trade waste collections	Name, address, email and bank details	No	Length of the contract	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Enforcement Case Files	Stores information gathered in the course of Enviro-Crime investigations	Yes, including DVLA registered keeper searches	Yes other departments within the Council eg legal for prosecutions	FPN - 6 months	The processing is necessary for administering public functions.
Data Base	Planning , building control local plans, TPO's, planning enforcement	Names, addresses and telephone numbers	Planning	Lifetime	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Client List	List of clients / potential clients for marketing purposes	Names and contact details	With other Northants BC sections and Local Authority building Control (LABC).	Indefinitely but list updated as required	The processing is necessary for administering public functions.
Building Control / Development Control	CD Rom/Microfiche of historic files	Names, addresses and telephone numbers	Legal Services	Lifetime of building	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Development Control	Public Access to planning, enforcement and appeal information	Names and addresses	Public Register	Lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Local Plan Consultation Responses	Representations to planning policy public consultation exercises	Includes sensitive personal information. Redacted responses uploaded to Council website	No	Lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Self Build Register	Record of people interested in building their own home	Yes - personal and sensitive data	No	Lifetime	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Environmental Services Database	Environmental Services records of all functions and complaints	Yes - personal and sensitive data	No	Indefinitely	The processing is necessary as the individual whom the personal data is about has consented to the processing.
Burial Register	Records burials	Yes includes sensitive personal information	No	Lifetime	The processing is necessary for administering public functions.
Commercial and Domestic Files	Holds information on premises and people	Yes includes name, address, telephone number and email address	Yes with other departments within the Council if required	6 years as standard (other up to 30 years - HRG's)	The processing is necessary for administering public functions.

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Waste Management Database	Holds information on jobs / requests related to the contract, held by contractor	Yes includes name, address, telephone number and email address	Access restricted to contractor and CBC staff	Length of the contract	The processing is necessary because the individual has asked for something to be done so they can enter into a contract.
Facilitating PA2 ERDF in Corby	Timesheets/Payslips/ Board minutes	Yes; includes sensitive personal data	European Regional Development Fund Team	25 years	The processing is necessary for administering public functions.
Complaints/ Compliments/ MP Requests	Record of complaints, compliments and MP requests for information directed through Planning and Environmental Services	Yes; includes sensitive personal data	No	2 years	The processing is necessary as the individual whom the personal data is about has consented to the processing.