

Processing, Personal Data and Data Subjects

Processing Application	Generic Agenda Diary Management System
Subject matter of the processing	Online booking system for the recording of council services appointment bookings.
Duration of the processing	Data is retained for the fulfilment of the appointment. Appointment and ceremony bookings are made in advance and are finished after the booking has been fulfilled. After which, data is used for statistical purposes and to refer back to if required.
Nature and purposes of the processing	<p>The nature of the processing is collection of the data through online forms completed by customers (members of the public), forms completed by call centre operatives under the customers instruction or by a member of the clients service staff under the customer's instruction.</p> <p>The purpose of the processing is to enable the service to schedule the appropriate appointment.</p>
Type of Personal Data	<p>Names, dates of birth, key event dates, addresses, email addresses, telephone numbers, disabilities and service specific information requirements.</p> <p>Each service may have its own specific information that needs to be recorded before making a booking.</p>
Categories of Data Subject	Members of the public.
Plan for return once processing is complete	<p>Data archival and removal is the responsibility of the data controller (the client).</p> <p>When the contract is complete, current data is returned to the client as csv files.</p>