

## GDPR Article 30

Headings for spreadsheet	Guidance
Business function	Culture Liverpool (Liverpool City Council's Culture & Tourism department)
Purpose of processing	Marketing: Film, Photography, e-Marketing, Social Media, Guest List's, Email
Types of processing Activity	Transfer, Dropbox, Google drive
Name and contact details of joint controller (if applicable)	Adam Yates, <a href="mailto:adam.yates@liverpool.gov.uk">adam.yates@liverpool.gov.uk</a>
Categories of personal data	Personal data includes: Name, Address, Email and Telephone
Categories of recipients	No details are given out externally
Link to contract with processor	T-Drive - Access to certain members of staff only or confidential. Data which is no longer needed is deleted.
<b>Names of third countries</b> or international organisations that personal data are transferred to (if applicable)	N/A
Safeguards for exceptional transfers of personal data to <b>third countries</b> or international organisations (if applicable)	N/A
Is any of the information stored on the Cloud and if so what are the arrangements	N/A
Retention schedule for how long the data is retained	Retention Period will be managed and will be every 5 years, then will be refreshed or deleted.
General description of technical and organisational security measures for the data ( the office protocols in place and	All staff are trained and made aware of GDPR with our training program on the Learning HUB, the program is mandatory to all members of staff.

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attach or link, the technical IT measures in place for use of the system etc.,)	<p>Management are implementing all guidelines of GDPR within the workplace, including: Clear Desk Policy which is firmly in place: Anything containing personal data is put away securely and out of sight, not leaving anything unattended.</p> <p>All technical data stored online is kept secure with IT Security Policy. Access to any protected or confidential files or folders online, will need to be approved by management and requested through User Hub, which will then be approved through IT.</p>
Article 6 lawful basis for processing personal data	Minimum Data required, in order to function as a business.
Article 9 basis for processing special category data	N/A
Legitimate interests for the processing (	N/A
Link to record of legitimate interests assessment (if applicable)	N/A
Rights available to individuals	Our privacy policy is in place on the website
Existence of automated decision-making, including profiling (if applicable)	N/A
The source of the personal data (if applicable)	Any data we receive from 3 <sup>rd</sup> party has already been given with consent. i.e. Ticket quarter

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Link to record of consent	The third party holds the data
Location of personal data	Website, Email software (secured online)
Data Protection Impact Assessment required?	Retained for business use
Data Protection Impact Assessment progress	N/A
Link to Data Protection Impact Assessment	N/A
Has a personal data breach occurred?	N/A
Link to record of personal data breach	N/A