

INVENTORY OF ACTIVITIES

Inventory of Activities

Code:

Inventory of Activities

Date:

26/06/2019

Activity	MUNICIPAL REGISTER OF INHABITANTS
Purpose	Management of the Register of Inhabitants
Legitimation	Legal Compliance: Law 7/1985 regulating the bases of the local regime.
Categories of interested parties	Residents and citizens
Data origins	The interested party or his/her legal representative or representative, if any.
Categories of personal data	• Identification data: name and surnames, ID/Tax Identification Number, postal/electronic address, telephone, signature/fingerprint, image, others: date of enrollment and disenrollment; electoral identification number, type of request • Personal characteristics: marital status, family details, date of birth, place of birth, age, sex, nationality, native language • Economic and professional data: studies, titles • Social circumstances: licenses, permits and authorizations; properties and possessions
Data transfers	• INE • EUSTAT • Other Public Administrations: DFB-BFA, City Councils, Commonwealths • Justice Administration
International transfers	Not planned
Conservation period	At least 100 years (Resolution of March 16, 2015, of the Undersecretariat, which publishes the Resolution of January 30, 2015, of the Presidency of the National Statistics Institute and the General Direction of Coordination of Competences with the Autonomous Communities and Local Entities, regarding the technical instructions to City Councils on municipal register management). Afterwards, Historical Heritage legislation would be applied (Law 7/1990, of July 3, on Basque Cultural Heritage),
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	INPUT AND OUTPUT REGISTER
Purpose	Management of document input and output register
Legitimation	Legal Compliance: Law 39/2015, of October 1, regarding the Common Administrative Procedure of Public Administrations.
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative, other natural people
Categories of personal data	• Identification data: ID, name and surname, address, others: subject, date and time, document description • Social circumstances: language of the document
Data transfers	Public Administration with competence in the matter
International transfers	Not planned
Conservation period	Data will be processed during the administrative activities and kept according to the possible legal responsibilities arising from the treatment, as well as by LAW 7/1990, of July 3rd, of the Basque Cultural Heritage.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	URBAN PLANNING MANAGEMENT
Purpose	Registration, management and tracking of urban planning files.
Legitimation	Legal Compliance: Law 7/1985 regulating the bases of the local regime. Law 2/2014, of October 2, modifying Law 2/2006, regarding Land and Urban Planning.
Categories of interested parties	Residents and citizens, applicants, Owners, Tenants
Data origins	The interested party and his/her legal representative, other natural people
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone/fax, e-mail, others: request and consultation, date • Social circumstances: properties and possessions, licenses, permits, authorizations, others: cadastral location/site/reference, machinery, vehicle details • Job: position • Academic and professional data: membership in professional associations, others: membership number • Commercial information: activities and businesses, others: commercial name, submitted documentation, details of the work and/or project, or requested use. • Economic and financial data: banking details, others: method of payment
Data transfers	Other Public Administrations: Bizkaia Provincial Council in the field of its competences, Basque Government, URA Basque Water Agency
International transfers	Not planned
Conservation period	Data will be processed during the administrative activities and kept according to the possible legal responsibilities arising from the treatment, as well as by LAW 7/1990, of July 3rd, of the Basque Cultural Heritage.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	CITIZEN RELATIONSHIPS
Purpose	Management of files related to the attention of citizen's requests.
Legitimation	Legal Compliance: Law 19/2013, of December 9, regarding transparency, access to public information and good governance. Draft Law in the Basque Country
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative
Categories of personal data	• Identification data: name and surname, ID, address, telephone, signature, e-mail address, personal registration number, others: request, type, subject and description of the document, date and time, file information, language • Economic and financial data: banking details, tax deduction data, taxes • Transactions: goods and services provided by the affected party, goods and services received by the affected party
Data transfers	Other Administrations with competence in the matter
International transfers	Not planned
Conservation period	Data will be processed during the administrative activities and kept according to the possible legal responsibilities arising from the treatment, as well as by LAW 7/1990, of July 3rd, of the Basque Cultural Heritage.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	MANAGEMENT OF TAXES AND DUTIES
Purpose	Management of municipal levies
Legitimation	Legal Compliance: Law 7/1985, of April 2, Regulating the Bases of the Local Regime, Royal Legislative Decree 2/2004, of March 5, which approves the revised text of the Law Regulating Local Treasuries, Law 58/2003, of December 17, General Tax Law. Foral Regulation 9/2005, of December 16, regarding Local Treasuries, Foral Regulation 2/2005, of March 10, General Tax Regulation of the Historical Territory of Biscay
Categories of interested parties	Residents and citizens
Data origins	The interested party and his/her legal representative, other natural people
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, signature, e-mail address, personal registration number: • Social circumstances: of housing, properties and possessions, licenses, permits, authorizations, others: deeds, public documents, cadastral reference, property location and use • Commercial information: activities and business, economical and financial: banking details, tax deduction data, taxes • Transactions: goods and services received by the affected party • Violations: administrative (provincial regulation 9/2005, on local treasuries) • Special data categories: health (Degree of disability before management of taxes on mechanical traction vehicles and issuing municipal cards).
Data transfers	Bank entities (collection of domiciled taxes, seizures during the period of executive collection), INSS (request of workplace to seize the salary of taxpayers in debt), General Directorate of Cadastre (DGC), INEM, LANBIDE, Provincial Council of Bizkaia (executive collection), other private companies, Property Registry, Cadastre of Bizkaia.
International transfers	Not planned
Conservation period	Duration of the active administrative file + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	THIRD PARTY REGISTRATION
Purpose	Managing requests to provide documentation and/or data from third parties to the procedure.
Legitimation	Legal Compliance: Law 7/1985, of April 2, Regulating the Bases of the Local Regime, Royal Legislative Decree 2/2004, of March 5, which approves the revised text of the Law Regulating Local Treasuries, Law 58/2003, of December 17, General Tax Law.
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative
Categories of personal data	Identification data: name and surname, ID, address (postal, electronic), telephone, signature, personal registration number, others: Type of document provided
Data transfers	Not planned
International transfers	Not planned
Conservation period	Duration of the active administrative file + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	CIVIL WEDDINGS
Purpose	Managing civil wedding files.
Legitimation	Legal Compliance: Civil Code and Law 35/1994, of December 23, amending the Civil Code as regards the authorization of civil marriages by mayors.
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, signature, e-mail address, personal registration number: • Personal characteristics: marital status, family, date of birth, place of birth, nationality, other: date and hour of wedding • Social circumstances: licenses, permits, authorizations. • Economic and financial data: banking details. • Transactions: goods and services received by the affected party
Data transfers	Civil Registry (Ministry of Justice)
International transfers	Not planned
Conservation period	Finalization of the file by resolution of the appropriate municipal authority. (Law 20/2011, of July 21, on the Civil Register) Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	JOB OFFER
Purpose	Management of the job offer.
Legitimation	Legal Compliance: Law 7/1985, based on the local regime and Law 2/2016, regarding the Local Institutions of the Basque Country. Consent of the interested party.
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, signature • Personal characteristics: date of birth • Academic and professional data: education, qualifications, professional experience • Details of the job: Job position • Special data categories: health (handicap)
Data transfers	Other Public Administrations with competence in the field of Public Function. Other collaborating entities (companies, associations...).
International transfers	Not planned
Conservation period	Duration of the job offers. Resolution of Competent Administration. Later, according to the Basque Cultural Heritage Legislation (Law 7/1990)
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	CULTURE AND SPORTS MANAGEMENT
Purpose	Management of assistance, scholarships, awards, cultural space assignments, registration in cultural and sports services and municipal archive consultations.
Legitimation	Legal Compliance: Law 7/1985, based on the local regime and Law 2/2016, regarding the Local Institutions of the Basque Country. Consent of the interested party.
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative, other natural people
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, picture, signature, personal registration number, others: date and time • Personal characteristics: date of birth, age, sex • Personal circumstances: hobbies and lifestyle, properties, possessions, others: uses of the requested space • Commercial information: artistic, literary, scientific, or technical creations, others: call; project • Economic and financial data: banking details, others: amount. • Transactions: goods and services received by the affected party.
Data transfers	Other Public Administrations with competence in the matter: Basque Government. Other collaborating entities.
International transfers	Not planned
Conservation period	Duration of the active administrative file + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	MANAGEMENT OF THE ENVIRONMENT
Purpose	Management of environmental licenses and complaints, as well as requests for noise measurements.
Legitimation	Legal Compliance: Law 7/1985 based on the local regime, Law 2/2016, of April 7, regarding Local Institutions of the Basque Country and other applicable local and sectorial regulations.
Categories of interested parties	Residents and citizens, Applicants
Data origins	The interested party and his/her legal representative, other natural people
Categories of personal data	- Identification data: name and surname, ID, address (postal, electronic), telephone, signature, personal registration number, others: date and time - Social circumstances: others: reported act
Data transfers	Other Public Administrations with competence in the matter: Department of Environment Basque Government, URA Basque Water Agency, Provincial Council of Bizkaia.
International transfers	Not planned
Conservation period	Duration of the active administrative file + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	CITIZEN SAFETY
Purpose	Management of complaints, claims, permits, and requests for reports and attestations related to citizen safety.
Legitimation	Legal Compliance: Law 7/1985, of April 2, Regulating the Bases of the Local Regime, Organic Law 2/1986, of March 13, regarding Security Forces and Corps, Organic Law 4/2015, of March 30, on the Protection of Citizen Safety. Royal Legislative Decree 6/2015, of October 30, approving the revised text of the Law on Traffic, Circulation of Motor Vehicles and Road Safety. Autonomous Regulation, Protection of vital interests. Civil Code. Penal Code.
Categories of interested parties	Residents and citizens, Applicants
Data origins	The interested party and his/her legal representative
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, signature, personal registration number, others: registration • Social circumstances: properties and possessions, licenses, permits, authorizations, others: the reported event, place and date, damage and economic evaluation of the damage, reclamation, weapon data • Economic and financial data: banking details. • Transactions: Compensations/indemnities. • Violations: administrative
Data transfers	Judges, Prosecutors and Tribunals State Security Forces.
International transfers	Not planned
Conservation period	Duration of the active administrative file + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	GENERAL SERVICES
Purpose	Management of general services
Legitimation	Legal Compliance: Law 7/1985 based on the local regime, Law 2/2016, of April 7, regarding Local Institutions of the Basque Country and other applicable local and sectorial regulations
Categories of interested parties	Residents and citizens, applicants
Data origins	The interested party and his/her legal representative
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, signature, personal registration number, others: registration • Social circumstances: properties and possessions, licenses, permits, authorizations, others: the reported event, place and date, damage and economic evaluation of the damage, reclamation, weapon data • Economic and financial data: banking details. • Transactions: Compensations/indemnities. • Violations: administrative
Data transfers	Judges, Prosecutors and Tribunals State Security Forces. Other Public Administrations with competence in the matter
International transfers	Not planned
Conservation period	Duration of the active administrative file + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	HUMAN RESOURCES
Purpose	Staff management, payroll management, staff training, social action in favor of the staff of Public Administrations, staff promotion, opposition, and tenders; prevention of work risks.
Legitimation	Legal Compliance: Law 7/1985, on the bases of the local regime, Law 2/2016, of April 7, on Local Institutions of the Basque Country and Law 6/1989, of July 6, on the Basque Public Function. Royal Legislative Decree 5/2015, of October 30, approving the Law of the Basic Statute of the Public Employee. Royal Legislative Decree 2/2015, of October 23, 2015, approving the revised text of the Law of the Workers' Statute.
Categories of interested parties	Corporation staff and public employees
Data origins	The interested party and his/her legal representative
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, personal registration number, social security/mutuality number, image/voice • Personal characteristics: marital status, family, date of birth, place of birth, age, sex, nationality • Economic and professional data: education, qualifications, student record, professional experience, membership to professional organizations, professional associations • Details of the job: Department/scale, category/grade, job position, non-economic payroll data, employee's history • Economic and financial data: incomes, revenues, credits, loans, guarantees, bank details, pension plans, retirement, economic payroll data, tax deduction data, insurances, subsidies, benefits, credit history • Transactions: compensations, indemnities. • Violations: administrative (Law 6/1989, on the Basque Public Function) • Special data categories: Health, Union membership.
Data transfers	General Social Security Treasury, National Social Security Institute, State Employment Public Service, Banking Institutions, DFB-BFA (IRPF), Elkarkidetza, Basque Government
International transfers	Not planned
Conservation period	Duration of the legal relationship of the employment, statutory or public employee, as applicable, and blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	ACCOUNTING RECORD INVOICES
Purpose	Invoice management, control of overdue payments
Legitimation	Legal Compliance: Law 25/2013, of December 27, on the promotion of electronic invoices and the creation of the accounts register of invoices in the Public Sector.
Categories of interested parties	Third parties of invoices sent to the management bodies of the City Council.
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone/fax, personal registration number • Economic and professional data: others: issuer, supplier, tax identification code, url • Economic and financial data: banking details
Data transfers	• Managing bodies of the Public Administrations • State Agency of Tax Administration • Court of Auditors and External Control Bodies of the Autonomous Communities.
International transfers	Not planned
Conservation period	Duration of the living administrative file according to the rules of conservation of accounts records for at least six years and during the prescription period for accounting responsibilities (139/2015 PROVINCIAL DECREE of the Provincial Council of Bizkaia, of July 28, approving the accounts regulatory framework of the local entities of Bizkaia). Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	VIRTUAL ENCOUNTERS
Purpose	Management of virtual encounters
Legitimation	Consent of the interested party
Categories of interested parties	Users
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, picture, user, others: profile in social networks • Personal characteristics: age, sex.
Data transfers	• Provincial Council of Bizkaia.
International transfers	International transfers to the U.S. under the framework of the privacy shield: https://www.privacyshield.gov/welcome .
Conservation period	End of the virtual meeting.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	CITIZEN PARTICIPATION
Purpose	Management of citizen participation in the Local Administration.
Legitimation	Compliance with a legal obligation: Law 7/1985, of April 2, regulating the Bases of the Local Regime, Law 39/2015, of October 1, on the Common Administrative Procedure of the Public Administrations and other current regulations.
Categories of interested parties	Residents and citizens.
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, picture, user • Personal characteristics: age, sex • Transactions: goods and services received by the affected party
Data transfers	• Any administration with competence in the matter
International transfers	Not planned.
Conservation period	At the end of the participation process (unless the issue addressed by the citizen arises from a process regulated pursuant to Article 70 bis of Law 7/1985, of April 2, regulating the Bases of the Local Regime and deploying the legal effects derived from the consultation). Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	KALEZAINDU
Purpose	Kalezaindu incidents management.
Legitimation	Compliance with a legal obligation: Law 7/1985, of April 2, regulating the Bases of the Local Regime, Law 39/2015, of October 1, on the Common Administrative Procedure of the Public Administrations and other current regulations.
Categories of interested parties	Residents and citizens.
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, picture, user, others: geographic position • Personal characteristics: age, sex • Transactions: goods and services received by the affected party
Data transfers	Not planned
International transfers	Not planned.
Conservation period	Duration of the active administrative file in the event of a procedure to that effect + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	CENSUS OF DANGEROUS ANIMALS
Purpose	Management of the census of dangerous animals.
Legitimation	Compliance with a legal obligation: pursuant to the provisions of Law 50/1999, of December 23, on the Legal Regime for the Possession of Potentially Dangerous Animals. Order of May 5 1993, of the Minister of Agriculture and Fishing, regulating the use of electronic means to identify animals in the Basque Autonomous Community, Order of May 25 1993, of the Minister of Agriculture and Fishing, regulating the identification of animals of the canine species in the Basque Autonomous Community and DECREE 101/2004, of June 1, regarding the keeping of animals of the canine species in the Basque Autonomous Community.
Categories of interested parties	Applicants
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Psychotechnical reports • Criminal records • Identification data: name and surname, ID, address (postal, electronic), telephone, signature, picture • Other data: sworn statement, animal insurance. • Personal characteristics: Age
Data transfers	REGIA (General Register of Animal Identification. Basque Government), Ertzaintza, other administrations with competence in the matter.
International transfers	Not planned.
Conservation period	Duration of the active administrative file in the event of a procedure to that effect + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	WEAPONS REGISTER
Purpose	Management of weapons register
Legitimation	Compliance with a legal obligation: Royal Decree 137/1993, of January 29, approving the Weapons Regulations.
Categories of interested parties	Applicants, weapon owners
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, signature, picture • Other data: purchase invoice, sworn statement, photocopy of ID. • Personal characteristics: Age
Data transfers	Civil Guard
International transfers	Not planned.
Conservation period	Duration of the active administrative file in the event of a procedure to that effect + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	ECONOMIC PROMOTION
Purpose	Contact management for the town's economic promotion and commercial activity.
Legitimation	Public interest Consent of the interested party
Categories of interested parties	Contacts
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone • Job data: profession, job position
Data transfers	Not planned
International transfers	Not planned.
Conservation period	When the personal data is no longer necessary for the purposes for which they were collected or otherwise processed. Time required to fulfill a mission conducted in the public interest or in exercising the public powers granted to the person in charge.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	COURSES AND WORKSHOPS
Purpose	Management of courses and workshops organized by the town.
Legitimation	Consent of the interested party
Categories of interested parties	Participants
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Identification data: name and surname, ID, address (postal, electronic), telephone, picture • Job data: profession, job position
Data transfers	Not planned
International transfers	Not planned.
Conservation period	When personal data is no longer necessary for the purposes for which they were collected or are otherwise processed and afterwards to determine the possible responsibilities that may result from such end and from the processing of the data.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	MANAGEMENT GRANTS
Purpose	Management and processing of grant calls.
Legitimation	Compliance with a legal obligation: Law 38/2003, of November 17, General Grants Law and to Law 40/2015, of October 1, on the Legal Regime of the Public Sector. Law 7/1997, of June 19, which regulates the system of grants and subsidies and modifies the Law of Regulatory Principles of the General Treasury of the Basque Country.
Categories of interested parties	Applicants and beneficiaries
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Health data (disability) • Identification data: name and surname, ID, address (postal, electronic), telephone • Economic data. Economic, financial and insurance data: banking details
Data transfers	Provincial Treasury of Bizkaia, Ministry of Treasury and Public Administrations, General Intervention of the State Administration, National Database of Grants, State Agency of Tax Administration, General Treasury of the Social Security, State Public Employment Service, Bank Entities. Bodies of the European Union.
International transfers	Not planned.
Conservation period	Duration of the active administrative file in the event of a procedure to that effect + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	COMMERCE
Purpose	Management of merchant contact data.
Legitimation	Consent of the interested party
Categories of interested parties	Contacts
Data origins	The interested party and his/her legal representative.
Categories of personal data	Identification data: name and surname, ID, address (postal, electronic), telephone
Data transfers	Not planned
International transfers	Not planned.
Conservation period	When the personal data are no longer necessary for the purposes for which they were collected or are otherwise processed and afterwards to determine the possible responsibilities that may result from such end and from the processing of the data.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

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Activity	REDUCED MOBILITY
Purpose	Management of parking cards for people with reduced mobility.
Legitimation	Compliance with a legal obligation: General Law on the Rights of People with disabilities and their social inclusion. Decree 50/2016, of March 22, which regulates the parking card for people with disabilities.
Categories of interested parties	Applicants
Data origins	The interested party and his/her legal representative.
Categories of personal data	• Health data (handicap) • Identification data: name and surname, ID, address (postal, electronic), telephone, picture • Other data: photocopy of ID
Data transfers	Provincial Council of Bizkaia Security forces
International transfers	Not planned.
Conservation period	Duration of the active administrative file in the event of a procedure to that effect + blocking against legal liabilities arising from the treatment. Afterwards, 50 years due to Historical Heritage legislation (Law 7/1990, of July 3, on Basque Cultural Heritage).
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

INVENTORY OF ACTIVITIES

Inventory of Activities

Code:

Inventory of Activities

Date:

26/06/2019

Activity	VIDEO SURVEILLANCE
Purpose	Security in the access control and in the rest of the installations to keep the security of the facilities, belongings, and people.
Legitimation	Fulfillment of a task performed in the public interest: Law 7/1985, of April 2, regulating the Bases of the Local Regime, Organic Law 4/1997, of August 4, regulating the use of video cameras by the Security Forces and Corps in public places. Law 5/2014 of April 4, on Private Security.
Categories of interested parties	Workers, Public Employees, Suppliers, Residents, and citizens
Data origins	The interested himself/herself
Categories of personal data	• Picture • Physical or anthropomorphic characteristics
Data transfers	Security Forces and Corps Judges and Courts.
International transfers	Not planned.
Conservation period	The data will be deleted in a maximum period of one month from the date they were collected, except when they must be kept proving the commission of acts that threaten the integrity of people, goods, or facilities.
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.

INVENTORY OF ACTIVITIES

Inventory of Activities

Code:

Inventory of Activities

Date:

26/06/2019

Activity	WEBSITE AND SOCIAL NETWORKS PUBLICATIONS		
Purpose	Management of publications on the website and on the social networks.		
Legitimation	Consent of the interested party		
Categories of interested parties	Workers, Public Employees, Suppliers, Residents, and citizens		
Data origins	The interested himself/herself		
Categories of personal data	- Picture - Username		
Data transfers	Data communication through the website and social networks		
International transfers	Entity	Destination country	Country with an adequate level of protection
	Vimeo	U.S.	U- USA Data Privacy Framework
	Facebook (Facebook e Instagram)	U.S.	U- USA Data Privacy Framework
	Twitter	U.S.	U- USA Data Privacy Framework
	Instagram	U.S.	U- USA Data Privacy Framework
Conservation period	When the personal data are no longer necessary for the purposes for which they were collected or are otherwise processed and afterwards to determine the possible responsibilities that may result from such end and from the processing of the data.		
Security measures	Categorization of information systems and application of security measures pursuant to the provisions of Royal Decree 3/2010, regulating the National Security Scheme in Electronic Administration.		