

Data subject category	PII category	Purpose of processing	Recipients of data	Sources of data	Retention period	Published?	International transfer Y/N	Processing condition (GDPR)	
<b>Registrants and applicants</b>									
HCPC Registrants	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, Partners, external printers	Registrant	CMS standard	Yes	Sometimes. We may need to verify details provided if it is an international application	Public task	
	Date of birth					No			
	Contact details			Data Subject, education providers		No			
	National Insurance number								
	Employer details / work history			Internal employees		No			
	Character / health declarations*								
	Education information			Employees with access to registration database, Partners, external printers		Data subject			
	Direct debit details*								
	ID documents (eg passport, driving licence, utility bills)			Employees with access to registration database		HCPC call recording system	3 months		
	Signature								
	Recorded phone calls*			Data Subject		No			
	Correspondance logs								
	Appeals paperwork*			Registration Department employees, Partners, external printers		Various depending on case e.g data subject, employers, police	CMS standard		
CPD profiles*	Data Subject								
International or European Mutual Recognition registration applicants	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, Partners, external printers	Data subject	CMS standard	No	Yes for verification purposes	Public task	
	Date of birth						No		
	Contact details			Data subject, education providers			Yes for verification purposes		
	NI number								No
	Employer details / work history			Data subject			Yes for verification purposes		
	Character / health declarations*								No
	Education information			Finance Department employees			Yes for verification purposes		
	ID documents (eg passport, driving licence, utility bills)								No
	Signature			Registration Department employees			HCPC call recording system		3 months
	Overseas regulator / professional body details*								
	Credit card information*			Registration Department employees, Partners, external printers			Various depending on case e.g data subject, employers, police		CMS standard
	Recorded phone calls*								
	Correspondance logs			Data subject			No		
Appeals paperwork*									
UK / readmission registration applicants	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, external printers	Data subject	CMS standard	No	Yes - if registration succesful	Public task	
	Date of birth						Sometimes if verification required		
	Contact details			Data subject, education providers			No		
	NI number								
	Employer details / work history			Finance Department Employees			Sometimes if verification required		
	Character / health declarations*								Data subject
	Education information			Registration Department employees, external printers			No		
	Direct debit details*								Registration Department employees
	ID documents (eg passport, driving licence, utility bills)			Data subject					
	Signature						Data subject		CMS standard
	Recorded phone calls*			Data subject					
	Correspondance logs								
				Name					
Date of birth		Sometimes - if verification required							
Contact details		No							

Visiting European health or social work professionals	Overseas regulator / professional body details	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, external printers	Data subject	CMS standard	No	Sometimes - if verification required	Public task	
	Proof of nationality		Registration Department employees	HCPC call recording system	3 months		No		
	Attestation of legal establishment								
	Evidence of professional qualifications		Employees with access to registration database	Data subject	CMS standard		No		
	Signature								
	Recorded phone calls*								
	Correspondance logs								
<b>Individuals connected to Fitness to Practise cases</b>									
Panel members (HCPC Partners)	Name	Managing the HCPC's statutory fitness to practise processes	Internal employees, other Partners, Registrants who are subject to an investigation , witnesses members of the public if a decision notice is published online	The Data Subject			Sometimes - if a panel member sits on a hearing that is public	No	Public task
	Contact details		Internal employees				No		
Registrant (Cases Pre- Investigating Committee Panel)	Name	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Panel Members, External Legal Services Provider	Data subject, employees, members of public, registrant, other regulators, police	CMS standard	No	No	Public task	
	Email address		Internal Employees, External Legal Services Provider						
	Home address								
	Date of Birth		Internal Employees, External Legal Services Provider, Panel Members						
	Ethnicity / Race*								
	Gender		Internal Employees, External Legal Services Provider						
	Vehicle registration plate number*								
	Disability information*		Internal Employees, External Legal Services Provider, Panel Members						
	Sexual orientation*								
	Education and employment history*		Internal Employees, External Legal Services Provider						
	Job position / title								
	Photos*		Internal Employees, External Legal Services Provider, Partners						
	Medical information*								
Criminal record*									
Registrant (Cases In Public Hearing)	Name	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Panel Members, External Legal Services Provider	Data subject, employees, members of public, registrant, other regulators, police	CMS standard	No	Yes	Public task	
	Email address		Internal Employees, External Legal Services Provider				No		
	Home address						Internal Employees, Panel Members, External Legal Services Provider		Can be inferred from publication of name
	Date of Birth		Internal Employees, External Legal Services Provider						No
	Ethnicity / Race*						Internal Employees, Panel Members, External Legal Services Provider		Yes
	Gender		Internal Employees, Panel Members, External Legal Services Provider						No
	Vehicle registration plate number*						Internal Employees, Panel Members, External Legal Services Provider		Yes
	Disability information*		Internal Employees, Panel Members, External Legal Services Provider						No
	Sexual orientation*						Internal Employees, Panel Members, External Legal Services Provider		Yes
	Education and employment history*		Internal Employees, Panel Members, External Legal Services Provider						No
	Job position / title						Internal Employees, Panel Members, External Legal Services Provider		Yes
	Photos*		Internal Employees, Panel Members, External Legal Services Provider						No
	Medical information*						Internal Employees, Panel Members, External Legal Services Provider		Yes
Criminal record*	Internal Employees, Panel Members, External Legal Services Provider	No							
	Name		Internal Employees, Panel Members, External Legal Services Provider				Yes		
	Email address		Internal Employees, External Legal Services Provider						
	Home address								
	Date of Birth								

Registrant Cases (Final Hearing)	Ethnicity / Race*	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Panel Members, External Legal Services Provider,	Data subject, employers, members of public, registrant, other regulators, police	CMS standard	No	No	Public task
	Gender							
	Vehicle registration plate number*							
	Disability information*							
	Sexual orientation*							
	Education and employment history*							
	Job position / title							
	Photos*					Yes		
	Medical information*					No		
Criminal record*								

Registration Applicants	Name	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Panel Members, External Legal Services Provider	Data subject, employers, members of public, registrant, other regulators, police	CMS standard	No	No	Public task
	Email address							
	Home address							
	Date of Birth							
	Ethnicity / Race*							
	Gender							
	Vehicle registration plate number*							
	Disability information*							
	Sexual orientation*							
	Education and employment history							
	Job position / title							
	Photos*							
	Medical information*							
Criminal record*								

Witnesses	Full Name	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Panel Members, External Legal Services Provider	Data subject, employers, members of public, registrant, other regulators, police	CMS standard	No	No	Public task
	Email address							
	Home address							
	Date of Birth *							
	Gender *		Internal Employees, Partners, External Legal Services Provider			Yes		
	Disability information*					No		
	Photos*					Yes		
	Medical information*							

Service User	Full Name	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Partners, External Legal Services Provider	Data subject, employers, members of public, registrant, other regulators, police	CMS standard	No	No	Public task
	Email address							
	Home address							
	Date of Birth *							
	Gender *		Internal Employees, Partners, External Legal Services Provider			Yes		
	Disability information*					No		
	Photos*					Yes		
	Medical information*					No		
Child Court Proceedings*								

**Employees , Partners and Council members**

	Name		HR team, user department and Core bureau			Yes on the intranet		
	Contact details		HR team and Core bureau					
	Next of Kin Details		HR team					

Employees	Date of Birth	Employment management	HR team and Core bureau	Data Subject	Until termination of contract	No	No	Contract	
	Ethnicity / Race		HR team						
	Gender								
	Disability information								
	Sexual orientation								
	Education and employment history								
	Religion		HR team and line manager						
	Cautions								
	Reasonable adjustments		HR team						HR, data subject
	Contracts								
	Absence Records		HR team, line manager and Core bureau						Core HR - line management
	Pay Records		HR team and Core bureau						HR team and Core bureau
	NI Number		HR team and line manager						Data subject
	Learning and development Records								Data Subject, HR team, Core HR - line management
	Medical Records								HR team
	Right to work in the UK (e.g copy of passport)		HR team and line manager (if appropriate)						Data subject
Occupational Health Records	Occupational health provider								
Applicants (employee)	Name	Recruitment and contract management	HR team and relevant user department if necessary	Data subject	12 months	No	No	Consent	
	Contact details		HR team						
	Date of Birth								
	Ethnicity / Race								
	Gender								
	Disability information								
	Sexual orientation		HR team and relevant user department if necessary						
	Religion								
	Education and employment history								
	Qualifications								
	Reasonable adjustments								
HCPC Partners	Name	Partner recruitment and contract management		Partner team and user department employees	Data subject	Until termination of contract	No	No	Public Task
	Contact details		Partner team employees						
	Date of Birth								
	Ethnicity / Race								
	Gender								
	Disability information								
	Sexual orientation								
	Education and employment history								
	Religion								
	Cautions*								
	Conflict of interests			Partner team and user department employees					
	Reasonable adjustments*								
	Contractual agreements		Partner team and user department: EMT and council	Contract					
			Name						
Contact details									
Date of Birth									
Ethnicity / Race									

Partner applicants	Gender	Partner team recruitment and contract management	Partner team employees	Data subject	13 months	No	No	Public task		
	Disability information									
	Sexual orientation									
	Education and employment history									
	Religion		Partner team employees and interview panel if necessary					Contract		
	Cautions*									
	Reasonable adjustments*								Partner team and relevant user department employees if necessary	Public task
	Conflict of interests								Partner team employees	
Application (part 2) and interview information *										

  

Individuals on expressed interest list	Name	Partner team recruitment	Partner team employees	Data subject	Opt'ed-in, retained until opt-out, recruited or incorrect email address	No	No	Public task
	Email address							
	Profession (if registrant)							

  

Council and Committee Members	Name	Governance	Public information	Data subject	Record retained for life of organisation	Website	No	Public task
	Contact details		Internal employees & other Members		Until end of appointment period	No		
	Diversity monitoring information		PSA			Anonymised statistics in annual report		
	Professional history		PSA & summary on website			Website		
	Bank details		Finance Department employees & external payroll provider			No		Contract

  

Council and Committee Member applicants	Name	Governance	Appointment panel members & PSA (if successful)	Data subject	One year after appointment exercise ends	No	No	Public task
	Contact details		Secretarial department employees					
	Diversity monitoring information		Anonymised statistics provided to PSA					
	Professional history		Appointment panel, PSA (if successful)					

  

**Individuals engaged with HCPC education approval processes**

Education Visitors (HCPC Partners)	Name	Managing statutory education monitoring and approval processes	Education providers, other Visitors, Education Department employees, members of the public	Data subject	Department Drives lifetime, CRM lifetime (contact), Sharepoint lifetime (visitors' reports) or 6 years (emails)	Yes, in Education and Training Panel public papers	No	Public task
	Contact details		Other visitors, Education Department employees		CRM lifetime whilst record 'active'	No		
	Access / dietary requirements		Education providers, Education Department employees					

  

Education Programme Provider Employees	Name	Managing statutory education monitoring and approval processes	Education Department employees, Visitors	Education provider	CRM lifetime, Sharepoint lifetime (visitors' reports) or 6 years (emails and post case closure)	Sometimes, the name of key programme leads may be included in Education and Training Panel Papers if relevant	No	Public task
	Contact details		Education Department employees		CRM lifetime, Sharepoint 6 years (emails)	No		
	Job title		Internal employees, visitors		CRM lifetime whilst record 'active', Sharepoint 6 years (emails and post case closure)			
	Academic / employment history				Sharepoint 6 years (post case closure)			

  

Employees of Stakeholder organisations: public, professional and regulatory bodies	Primary contact name	Managing statutory education monitoring and approval processes	Internal employees	Education provider	Department Drives lifetime, CRM lifetime, Sharepoint 6 years (emails)	No	No	Public task
	Contact details							
	Job title				Department Drives lifetime, CRM lifetime whilst record 'active', Sharepoint 6 years (emails)			

  

Education Programme Complainants	Name	Managing statutory programme complaints process	Internal employees, education providers	The Data Subject	CRM lifetime, Sharepoint 6 years (emails)	No	No	Public task
	Contact details		Internal employees					

Enquirers	Name	Responding to queries regarding the HCPC's statutory Education assurance function	Internal employees	The Data Subject	CRM lifetime, Sharepoint 6 years (emails)	No	No	Public task
	Contact details							
<b>Members of the public</b>								
Members of the public submitting an organisational complaint about the HCPC	Name	Processing of organisational complaints	Internal employees responding to complaints and Secretariat Department employees. An anonymised summary of each complaint is reported to Executive Management Team	Data subject	One year following complaint closure	No	No	Public task
	Contact details							
	Biographical information provided in complaint*							
Freedom of Information (FOI) & Subject Access (SAR) requestors	Name	Processing of FOI SAR requests	Secretariat Department Employees. Other employees may receive the name of the requestor if there is difficulty in locating the requested data	Data subject	One year following request closure	No	No	Legal obligation
	Contact details		Secretariat Department Employees					
	Biographical information provided in body of request*		Secretariat Department Employees. Other employees may receive reference numbers if there is difficulty in locating the requested data	Data subject & HCPC databases				
	FTP/registration references*		Secretariat Department Employees. Data subject. If the ICO investigates non disclosure in response to a SAR, personal data may be provided to the ICO to assess the HCPC's handling of the request	Any source				
Company name requestors	Name	Processing company name non objection requests	Secretariat Department employees. External legal providers if legal advice required	Data subject	One year following request closure	No	No	Public task
	Registration number*		Secretariat Department employees					
	Contact details							
Visitors to HCPC website	IP address	Web analytics	Google analytics, internal employees	Data subject	?	N	N	Consent
External Stakeholders	Name	Stakeholder engagement activity	Internal Employees, Council Members	Data subject, public information	Duration of relevant stakeholder relationship	Some engagement activity is detailed in reporting to Council in public papers	N	Public task - HCPC has a statutory duty to communicate effectively with stakeholders
	Contact details			Communications team, CEO, Council				
	Job title							
	Details of past engagement activity							
Recipients of HCPC newsletter	Name	Stakeholder engagement activity	Dotmailer, internal employees	Data subject	Until unsubscribed	N	N	Consent
	Email address							
Attendees of HCPC events	Name	Administering event attendance to promote regulation and relevant issues	Events Force (processor), internal employees	Data subject, Binleys lists	One year post event	N	N	Consent
	Contact details		Internal Employees	Data subject				
	Any special requirements							
Enquiries	Name	Responding to enquiries	Internal Employees	Data Subject	One year	N	N	Public task
	Contact details							
Members of the public requesting HCPC publications	Name	Providing requested Publications	Internal Employees	Data Subject	One year	N	N	Consent
	Contact details							
	Any special requirements							