

Data subject category	PII category	Purpose of processing	Recipients of data	Sources of data	Retention period	Published?	International transfer Y/N	Lawful basis for processing (UK 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	Data subject	<a href="#">Retention schedule</a>	No	Yes	Sometimes. We may need to verify details provided if it is an international application	Article 6(1)(e) - Public task	
	Title						No			
	Date of birth									
	Contact details						Sometimes. We may need to verify details provided if it is an international application			
	National Insurance number									
	Employer details / work history						Data Subject, education providers			
	Character / health declarations									
	Education information						Internal employees			
	Direct debit details									
	ID documents (eg passport, driving licence, utility bills)						Employees with access to registration database, Partners, external printers			
	Signature									
	Recorded phone calls						Employees with access to registration database	HCPC call recording system		3 months
	Correspondance logs							Data Subject		<a href="#">Retention schedule</a>
	Appeals paperwork						Employees with access to registration database, Partners, external printers	Various depending on case e.g data subject, employers, police		
Ethnicity / Race	Data subject									
Sexual orientation	Employees who have enhanced access to special category area of the registration database	Data Subject	<a href="#">Retention schedule</a>	No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest					
Religion										
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	<a href="#">Retention schedule</a>	No	Yes for verification purposes	Article 6(1)(e) - Public task		
	Title						No			
	Date of birth									
	Contact details						Yes for verification purposes			
	NI number									
	Employer details / work history						Data subject, education providers			
	Character / health declarations									
	Education information						Data subject			
	ID documents (eg passport, driving licence, utility bills)									
	Signature						Finance Department employees			
	Overseas regulator / professional body details									
	Credit card information						Employees with access to registration database		HCPC call recording system	3 months
	Recorded phone calls								Data subject	<a href="#">Retention schedule</a>
	Correspondance logs						Employees with access to registration database, Partners, external printers		Various depending on case e.g data subject, employers, police	
Appeals paperwork	Employees who have enhanced access to special category area of the registration database	Data Subject	No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest						
Ethnicity / Race										
Sexual orientation										
Religion										
UK / readmission	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, external printers	Data subject	<a href="#">Retention schedule</a>	No	Yes - if registration successful	Article 6(1)(e) - Public task		
	Title						Sometimes if verification required			
	Date of birth									
	Contact details						No			
	NI number									
	Employer details / work history						Data subject, education providers			
	Character / health declarations									
	Education information						Data subject, education providers			

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registration applicants	Direct debit details	register of healthcare professionals	Finance Department Employees	Data subject		No	No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	ID documents (eg passport, driving licence, utility bills)		Employees with access to registration database, external printers						
	Signature								
	Recorded phone calls		Employees with access to registration database	HCPC call recording system	3 months				
	Correspondance logs								
	Ethnicity / Race								
	Sexual orientation		Employees who have enhanced access to special category area of the registration database	Data subject	<a href="#">Retention schedule</a>				
	Religion								
Visiting European health professionals	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, external printers	Data subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task	
	Date of birth								
	Contact details								
	Overseas regulator / professional body details								
	Proof of nationality		Employees with access to registration database	HCPC call recording system	3 months				
	Attestation of legal establishment								
	Evidence of professional qualifications		Employees with access to registration database	Data subject	<a href="#">Retention schedule</a>				
	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	Data Subject	<a href="#">Retention schedule</a>	Sometimes - if a panel member sits on a hearing that is public	No	Article 6(1)(b) - Contract	
	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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	Email address		Internal Employees, External Legal Services Provider						
	Home address		Internal Employees, External Legal Services Provider, Panel Members						
	Date of Birth		Internal Employees, External Legal Services Provider, Panel Members						
	Gender		Internal Employees, External Legal Services Provider, Panel Members						
	Vehicle registration plate number		Internal Employees, External Legal Services Provider, Panel members						
	Education and employment history		Internal Employees, External Legal Services Provider, Panel members						
	Job position / title		Internal Employees, External Legal Services Provider, Panel members						
	Photos		Internal Employees, External Legal Services Provider, Panel members						
	Criminal convictions & offences		Internal Employees, External Legal Services Provider, Panel members						
	Medical information		Internal Employees, External Legal Services Provider, Panel members						
	Disability information		Internal Employees, External Legal Services Provider, Panel members						
	Ethnicity / Race		Employees who have enhanced access to special category area of the registration database						
	Sexual orientation		Employees who have enhanced access to special category area of the registration database						
	Name		Internal Employees, Panel Members, External Legal Services Provider					Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider						
	Home address		Internal Employees, External Legal Services Provider						
	Date of Birth		Internal Employees, External Legal Services Provider						
	Gender		Internal Employees, External Legal Services Provider						
						Yes			
						No			
						Can be inferred from publication of name			

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Registrant (Cases In Public Hearing)	Vehicle registration plate number	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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	Education and employment history					Yes			
	Job position / title					No			
	Photos								
	Criminal convictions & offences								
	Medical information								
	Disability information		Employees who have enhanced access to special category area of the registration database						
	Ethnicity / Race								
Sexual orientation									
Registrant Cases (Final Hearing)	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	<a href="#">Retention schedule</a>	Yes	No	Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider			No			
	Home address								
	Date of Birth		Internal Employees, Panel Members, External Legal Services Provider						Yes
	Gender								
	Vehicle registration plate number								
	Education and employment history		Employees who have enhanced access to special category area of the registration database					No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
	Job position / title								
	Photos								
	Criminal convictions & offences								
	Medical information								
	Disability information								
	Ethnicity / Race								
Sexual orientation									
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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider						
	Home address								
	Date of Birth		Internal Employees, Panel Members, External Legal Services Provider						Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
	Gender								
	Vehicle registration plate number								
	Education and employment history		Employees who have enhanced access to special category area of the registration database						
	Job position / title								
	Photos								
	Criminal convictions & offences								
	Medical information								
	Disability information								
	Ethnicity / Race								
Sexual orientation									
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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider						
	Home address								
	Date of Birth		Internal Employees, Partners, External Legal Services Provider						Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
	Gender								
	Photos								
	Medical information								
	Disability information								
	Yes								

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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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task
	Email address		Internal Employees, External Legal Services Provider					
	Home address							
	Date of Birth							
	Gender					Yes		
	Child Court Proceedings					No		
	Photos		Internal Employees, Partners, External Legal Services Provider					
	Medical information					Yes		Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
Disability information								
<b>Employees , Partners and Council members</b>								
Employees	Name	Employment management	HR team, user department and Core bureau	Data Subject	<a href="#">Retention schedule</a>	Yes on the intranet, Senior employees on the internet	No	Article 6(1)(b) - Contract
	Contact details		HR team and Core bureau					
	Next of Kin Details		HR team					
	Date of Birth		HR team and Core bureau					
	Gender		HR team					
	Education and employment history		HR team and line manager					
	Criminal convictions & offences		HR team					
	Contracts		HR team			HR, data subject		
	Absence Records		HR team, line manager and Core bureau			Core HR - line management		
	Pay Records		HR team, Core bureau, Government departments			HR team and Core bureau		
	NI Number					Data subject		
	Pension records		HR team, Core bureau, Pension service provider, Government departments			HR team and Core bureau		
	Learning and development Records		HR team and line manager			Data Subject, HR team, Core HR - line management		
	Right to work in the UK (e.g copy of passport)		HR team			Data subject		
	Occupational Health Records		HR team and line manager (if appropriate), occupational health provider			Occupational health provider		
	Medical Records		HR team			Data subject, GP if permission given		
	Disability information							
	Reasonable adjustments		HR team and line manager			Data subject		
Ethnicity / Race								
Religion	HR team							
Sexual orientation								
Applicants (employee)	Name	Recruitment and contract management	HR team and relevant user department if necessary	Data subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(b) - Contract
	Contact details							
	Date of Birth		HR team					
	Criminal convictions & offences							
	Gender							
	Education and employment history		HR team and relevant user department if necessary					
	Qualifications							
	Disability information		HR team					
	Reasonable adjustments		HR team and relevant user department if necessary					
	Ethnicity / Race							
Religion	HR team							
Sexual orientation								
								Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment

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HCPC Partners	Name	Partner recruitment and contract management	Partner team and user department employees	Data subject	<a href="#">Retention schedule</a>	Sometimes - public hearings and education visits	No	Article 6(1)(b) - Contract
	Contact details		Partner team employees					
	Date of Birth							
	Gender							
	Education and employment history							
	Criminal convictions & offences							
	Conflict of interests					Partner team and user department employees		
	Contractual agreements					Partner team and user department; EMT and council		
	Disability information					Partner team employees		
	Reasonable adjustments					Partner team and user department employees		
	Ethnicity / Race					Partner team employees		
	Religion							
	Sexual orientation							
Partner applicants	Name	Partner team recruitment and contract management		Partner team employees	Data subject	<a href="#">Retention schedule</a>	No	No
	Contact details							
	Date of Birth							
	Gender							
	Education and employment history							
	Criminal convictions & offences							
	Conflict of interests		Partner team and relevant user department employees if necessary					
	Application (part 2) and interview information		Partner team employees					
	Disability information		Partner team employees and interview panel if necessary					
	Reasonable adjustments		Partner team employees					
	Ethnicity / Race		Partner team employees					
	Religion							
	Sexual orientation							
Individuals on expressed interest list	Name	Partner team recruitment	Partner team employees	Data subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(b) - Contract
	Email address							
	Profession (if registrant)							
Council and Committee Members	Name	Corporate governance	Public information	Data subject	<a href="#">Retention schedule</a>	Website	No	Article 6(1)(b) - Contract
	Contact details		Internal employees & other Members			No		
	Professional history		PSA & summary on website			Website		
	Bank details		Finance Department employees & external payroll provider			No		
	Diversity monitoring information		PSA			Anonymised statistics in annual report		
Council and Committee Member applicants	Name	Governance	Appointment panel members & PSA (if successful)	Data subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(b) - Contract
	Contact details		Secretariat department employees					
	Professional history		Appointment panel, PSA (if successful)					
	Diversity monitoring information		Anonymised statistics provided to PSA					
<b>Individuals engaged with HCPC education approval processes</b>								

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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	<a href="#">Retention schedule</a>	Yes, in Education and Training Panel public papers	No	Article 6(1)(b) - Contract
	Contact details		Other visitors, Education Department employees			No		
	Reasonable adjustments		Education providers, Education Department employees					
	Dietary requirements							
Education Programme Provider Employees	Name	Managing statutory education monitoring and approval processes	Education Department employees, Visitors	Education provider	<a href="#">Retention schedule</a>	Sometimes, the name of key programme leads may be included in Education and Training Panel Papers if relevant	No	Article 6(1)(e) - Public task
	Contact details		Education Department employees			No		
	Job title		Internal employees, visitors					
	Academic / employment history							
Employees of Stakeholder organisations: public, professional and regulatory bodies	Primary contact name	Managing statutory education monitoring and approval processes	Internal employees	Education provider	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task
	Contact details							
	Job title							
Education Programme Complainants	Name	Managing statutory programme complaints process	Internal employees, education providers	The Data Subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task
	Contact details		Internal employees					
Enquirers	Name	Responding to queries regarding the HCPC's statutory Education assurance function	Internal employees	The Data Subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - 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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - 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	<a href="#">Retention schedule</a>	No	No	Article 6(1)(c) - 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			Any source				
Company name requestors	Name	Processing company name non objection requests	Secretariat Department employees. External legal providers if legal advice required	Data subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task
	HCPC Registration number		Secretariat Department employees					
	Contact details							

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Visitors to HCPC website	IP address	Web analytics	Google analytics, internal employees	Data subject	<a href="#">Use of cookies</a>	No	No	Article 6(1)(a) - Consent
External Stakeholders	Name	Stakeholder engagement activity	Internal Employees, Council Members	Data subject, public information	<a href="#">Retention schedule</a>	Some engagement activity is detailed in reporting to Council in public papers	No	Article 6(1)(e) - Public task
	Contact details			Communications team, CEO, Council				
	Job title							
	Details of past engagement activity							
Recipients of HCPC newsletter	Name Email address	Stakeholder engagement activity	Dotmailer, internal employees	Data subject	Until unsubscribed	No	No	Article 6(1)(a) - Consent
Attendees of HCPC events	Name	Administering event attendance to promote regulation and relevant issues	Events Force (processor), internal employees	Data subject, Binleys lists	<a href="#">Retention schedule</a>	No	No	Article 6(1)(a) - Consent
	Contact details			Internal Employees				
	Any special requirements		Data subject					
Enquiries	Name	Responding to enquiries	Internal Employees	Data Subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(e) - Public task
	Contact details							
Members of the public requesting HCPC publications	Name	Providing requested Publications	Internal Employees	Data Subject	<a href="#">Retention schedule</a>	No	No	Article 6(1)(a) - Consent
	Contact details							
	Any special requirements							