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)
			Regis	trants and appl	icants			
	Name					Yes	Sometimes. We may	
	Title						need to verify details provided if it is an	
	Date of birth						international application	
	Contact details		Employees with access to registration database,	Data subject			No	
	National Insurance number		Partners, external printers					
	Employer details / work history						Sometimes. We may	
	Character / health declarations						need to verify details provided if it is an international application	Article 6(1)(e) - Public
HCPC Registrants	Education information			Data Subject, education providers				task
	Direct debit details	Maintaining a statutory register of healthcare professionals	Internal employees					
	ID documents (eg passport, driving licence, utility bills)		Employees with access to registration database,	Data subject	Retention schedule	No		
	Signature		Partners, external printers				No	
	Correspondance logs		Employees with access to registration database					
	Appeals paperwork		Employees with access to registration database, Partners, external printers	Various depending on case e.g data subject, employers, police				
	Ethnicity / Race		Employees who have					Article 6(1)(e) - Public
	Sexual orientation		enhanced access to special category area of					task and Article 9(2)(g) - public
	Religion		the registration database	Data Subject				interest
	Recorded calls to or from HCPC		Employees with enhanced access to call recording system	I				Article 6(1)(e) - Public task
	Name							
	Title						Yes for verifcation	
	Date of birth						purposes	
	Contact details			Data subject				
	NI number		Employees with access to registration database, Partners, external printers				No	
	Employer details / work						Yes for verifcation	Article 6(1)(e) - Public task
	history Character / health declarations						purposes No	
	Education information			Data subject, education providers			Yes for verifcation purposes	
	ID documents (eg passport, driving licence,	Maintaining a statutory					puiposos	
International or European Mutual	utility bills)	register of healthcare professionals			Retention schedule	No	No	
Recognition registration applicants	Overseas regulator /			Data subject			Yes for verifcation	
	professional body details		Finance Department				purposes	
	Credit card information		employees Employees with access					
	Correspondance logs Appeals paperwork		to registration database Employees with access to registration database, Partners, external	Various depending on case e.g data subject,				
	Ethnicity / Race		printers	employers, police			No	
	Sexual orientation		Employees who have enhanced access to					Article 6(1)(e) - Public task and
	Religion		special category area of the registration database					Article 9(2)(g) - public interest
	Recorded calls to or from HCPC	• • •	Employees with enhanced access to call					Article 6(1)(e) - Public task
	Name	purposes	recording system			Yes - if registration succesful		
	Title					SUCCESTUI	Sometimes if verification	
	Date of birth						required	
	Contact details		Employees with access	Data subject				
	NI number		to registration database, external printers				No	

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)
UK / readmission registration applicants	Employer details / work history Character / health declarations Education information Direct debit details ID documents (eg passport, driving licence, utility bills) Signature	Maintaining a statutory register of healthcare professionals	Finance Department Employees Employees with access to registration database, external printers Employees with access	Data subject, education providers	Retention schedule	No	Sometimes if verification required	Article 6(1)(e) - Public task
	Correspondance logs Ethnicity / Race Sexual orientation Religion		to registration database 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
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
	Name Date of birth					Yes	Sometimes - if verification required	
	Contact details Overseas regulator / professional body details		Employees with access to registration database,				No Sometimes - if verification required	
Visiting European health professionals		Maintaining a statutory register of healthcare professionals	external printers	Data subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	Signature Correspondance logs		Employees with access to registration database					
			Graduates o	of a HCPC appro	oved course			
HCPC approved course graduates	Email address HCPC approved course	Verifying applicants qualification details	Employees with access to pass lists	Education providers	Retention schedule	No	No	Article 6(1)(e) - Public task
	qualification	l Ine	l divduals conne	cted to Fitness	to Practise cas	es		
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		Retention schedule	Sometimes - if a panel member sits on a hearing that is public	No	Article 6(1)(b) - Contract
	Contact details		Internal employees			No		
	Name		Internal Employees, Panel Members, External Legal Services Provider					
	Email address Home address		Internal Employees, External Legal Services Provider					
	Home address Date of Birth Gender Vehicle registration plate number Education and employment history	Managing the HCPC's	External Legal Services Provider Internal Employees, External Legal Services Provider, Panel Members Internal Employees, External Legal Services Provider, Panel	Data subject, employers, members of public,				Article 6(1)(e) - Public task
Registrant (Cases Pre- Investigating Committee Panel)	Home address Date of Birth Gender Vehicle registration plate number Education and employment history Job position / title	Managing the HCPC's statutory fitness to practise processes	External Legal Services Provider Internal Employees, External Legal Services Provider, Panel Members Internal Employees, External Legal Services	Data subject, employers, members of public, registrant, other regulators, police	Retention schedule	No	No	

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)
	Medical information		External Legal Services Provider, Panel members					
	Disability information		mempers					Article 6(1)(e) - Public task and
	Ethnicity / Race		Employees who have					Article 9(2)(g) - public interest
	Sexual orientation		enhanced access to special category area of the registration database					
	Recorded calls to or	Calls maybe recorded for training and quality	Employees with enhanced access to call	Data Subject				Article 6(1)(e) - Public
	from HCPC	purposes	recording system					task
	Name		Internal Employees, Panel Members, External Legal Services Provider			Yes		
	Email address							
	Home address		Internal Employees, External Legal Services Provider			No		
	Date of Birth							
	Gender					Can be inferred from publication of name		Article 6(1)(e) - Public task
	Vehicle registration plate number	Managing the HCPC's statutory fitness to practise processes	Internal Employees,	Data subject, employers, members of public, registrant, other regulators, police		No		
Registrant (Cases In	Education and employment history		Panel Members, External Legal Services Provider		Retention schedule		No	
Public Hearing)	Job position / title					Yes		
	Photos Criminal convictions &							
	offences		Internal Employees, Panel Members,					
	Medical information		External Legal Services Provider			Ne		Article 6(1)(e) - Public
	Disability information		Employees who have	-		No		task and Article 9(2)(g) - public
	Ethnicity / Race Sexual orientation		enhanced access to special category area of					interest
	Recorded calls to or	Calls maybe recorded for training and quality	the registration database Employees with enhanced access to call	Data Subject				Article 6(1)(e) - Public
	from HCPC	purposes	recording system					task
	Name		Panel Members, External Legal Services Provider			Yes		
	Email address					No		
	Home address		Internal Employees, External Legal Services Provider					
	Date of Birth							
	Gender		Internal Employees,					Article 6(1)(e) - Public task
	Vehicle registration plate number			registrant, other				
Pogiatrant Orace (Fig.)	Education and employment history	Managing the HCPC's statutory fitness to practise processes	Panel Members, External Legal Services Provider			Yes		
Registrant Cases (Final Hearing)	Job position / title			regulators, police	Retention schedule		No	
	Photos Criminal convictions &							
	offences Medical information		Internal Employees, Panel Members,					
	Disability information		External Legal Services Provider					Article 6(1)(e) - Public
	Ethnicity / Race		Employees who have			No		task and Article 9(2)(g) - public interest
	Sexual orientation		enhanced access to special category area of the registration database					interest
	Recorded calls to or	Calls maybe recorded for training and quality	Employees with enhanced access to call	Data Subject				Article 6(1)(e) - Public
	from HCPC	purposes	recording system					task
	Name		Internal Employees, Panel Members, External Legal Services					
	Email address		Provider					
	Home address		Internal Employees, External Legal Services					
	Date of Birth		Provider					
	Gender						Article 6(1)(e) - Public	
	Vehicle registration plate number		Internal Emplovees.					task

Data subject category	PII category	Purpose of processing	Recipients of data		Retention period	Published?	International transfer Y/N	Lawful basis for processing (UK GDPR)
Registration Applicants	Education and employment history Job position / title	Managing the HCPC's statutory fitness to practise processes	Panel Members, External Legal Services Provider	Data subject, employers, members of public, registrant, other regulators, police	Retention schedule	No	No	
	Photos Criminal convictions &							
	offences Medical information		Internal Employees, Panel Members, External Legal Services					
	Disability information		Provider					Article 6(1)(e) - Public task and
	Ethnicity / Race		Employees who have enhanced access to					Article 9(2)(g) - public interest
	Sexual orientation		special category area of the registration database					
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				Article 6(1)(e) - Public task
	Full Name		Internal Employees, Panel Members, External Legal Services Provider	s Data subject, employers, members of public, registrant, other regulators, police				
	Email address		Internal Employees,					
	Home address	Managing the HCPC's	External Legal Services Provider			No		Article 6(1)(e) - Public task
Witnesses	Date of Birth	statutory fitness to practise processes					Na	
	Gender		Internal Employees, Partners, External Legal Services Provider		Retention schedule		No	
	Medical information		Internal Employees,					Article 6(1)(e) - Public
	Disability information		Partners, External Legal Services Provider			Yes		task and Article 9(2)(g) - public interest
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject		No		Article 6(1)(e) - Public task
	Full Name	Managing the HCPC's statutory fitness to practise processes	Internal Employees, Partners, External Legal Services Provider					
	Email address		Services Provider			No		
	Home address		Internal Employees, External Legal Services Provider			NO		
	Date of Birth			Data subject, employers, members of public, registrant, other regulators, police			No	Article 6(1)(e) - Public task
Service User	Gender		registrar		Retention schedule	Yes		
	Child Court Proceedings					No		
	Photos							
	Medical information Disability information		Internal Employees, Partners, External Legal Services Provider	1		Yes		Article 6(1)(e) - Public task and Article 9(2)(g) - public
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject		No		interest Article 6(1)(e) - Public task
		pulpoood		artners and Co	uncil members			
	Name		HR team, user department and Core			Yes on the intranet, Senior employees on the		
	Contact details		bureau HR team and Core bureau			internet		
	Next of Kin Details		HR team					
	Date of Birth		HR team and Core bureau	Data Subject				
	Gender		HR team					
	Education and employment history Criminal convictions &		HR team and line					
	offences Contracts		manager HR team	HR, data subject				
	Absence Records		HR team,line manager and Core bureau	Core HR - line management				Article 6(1)(b) - Contract
	Pay Records		HR team, Core bureau,	HR team and Core bureau				
	NI Number		Government departments	Data subject				
Employees	Pension records	Employment management	HR team, Core bureau, Pension service provider, Government departments	HR team and Core bureau	Retention schedule		No	

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)
	Learning and development Records		HR team and line manager	Data Subject, HR team, Core HR - line management		No		
	Right to work in the UK (e.g copy of passport)		HR team	Data subject				
	Occupational Health Records		HR team and line manager (if appropiate), occupational health provider	Occupational health provider				
	Medical Records	•		Data subject, GP if permission given				
	Disability information		HR team					
	Reasonable adjustments		HR team and line manager					Article 6(1)(c) - Legal
	Ethnicity / Race	Calls maybe recorded for training and quality purposes		Data subject				obligation and Article 9(2)(b) - Employment
	Religion		HR team					
	Sexual orientation							
	Recorded calls to or from HCPC		Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
	Name		HR team and relevant user department if					
	Contact details	Recruitment and	necessary					
	Date of Birth							
	Criminal convictions & offences		HR team					Article 6(1)(b) - Contrac
	Gender							
	Education and employment history		HR team and relevant					
Applicants (employee)	Qualifications	contract management	user department if necessary	Data subject	Retention schedule	No	No	
	Disability information		HR team					
	Reasonable adjustments		HR team and relevant user department if necessary					Article 6(1)(c) - Legal
	Ethnicity / Race	-	HR team					obligation and Article 9(2)(b) - Employment
	Religion							
	Sexual orientation							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
						Sometimes - public		
	Name		Partner team and user department employees			hearings and education visits		
	Contact details							
	Date of Birth Gender							
	Education and		Partner team employees					Article 6(1)(b) - Contrac
	employment history Criminal convictions &							
	offences Conflict of interests	Partner recruitment and	Partner team and user department employees					
HCPC Partners	Contractual agreements	contract management	Partner team and user department; EMT and	Data subject	Retention schedule	No	No	
	Disability information		council Partner team employees					
	Reasonable adjustments		Partner team and user department employees					
	Ethnicity / Race		asparanent employees					Article 6(1)(c) - Legal obligation and Article 9(2)(b) -
	Religion		Partner team employees					Employment
	Sexual orientation							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
	Name							
	Contact details							

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)
	Date of Birth Gender Education and		Partner team employees					Article 6(1)(b) - Contract
	employment history Criminal convictions & offences	Partner team	Partner team and					
Partner applicants		recruitment and contract management	relevant user department employees if necessary	. Data subject	Retention schedule	No	No	
	Application (part 2) and interview information Disability information		Partner team employees					
	Reasonable adjustments		Partner team employees and interview panel if necessary					Article 6(1)(c) - Legal
-	Ethnicity / Race Religion		Partner team employees					obligation and Article 9(2)(b) - Employment
	Sexual orientation							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
Individuals on expressed interest list	Name	Partner team						
	Email address Profession (if registrant)	recruitment	Partner team employees	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
-	Name	_	Public information			Website		
	Contact details		Internal employees & other Members			No		
Council and Committee	Professional history	Corporate governance	PSA & summary on website	Data subject	Retention schedule	Website		Article 6(1)(b) - Contract
Members	Bank details		Finance Department employees & external payroll provider			No	- No	
	Diversity monitoring information		PSA			Anonymised statistics in annual report		Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system			No		Article 6(1)(e) - Public task
	Name		Appointment panel members & PSA (if sucessful)					
	Contact details	Governance	Secretariat department employees					Article 6(1)(b) - Contract
Council and Committee Member applicants	Professional history		Appointment panel, PSA (if sucessful)	Data subject	Retention schedule	No	No	Article 6(1)(c) - Legal
	Diversity monitoring information		Anonymised statistics provided to PSA					obligation and Article 9(2)(b) - Employment
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task
		Indvidua	als engaged wit	h HCPC educat	ion approval pr	ocesses		
	Name		Education providers, other Visitors, Education Department employees, members of the public			Yes, in Education and Training Panel public papers		Article 6(1)(b) - Contract
Education Visitors	Contact details	Managing statutory education monitoring and approval processes	Other visitors, Education Department employees		Potention sets dut		No	Article 6(1)(c)
(HCPC Partners)	Reasonable adjustments		Education providers, Education Department	Data subject	Retention schedule	No	No	Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
	Dietary requirements		employees					Article 6(1)(b) - Contract and Article 9(2)(a) - explicit consent
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task

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)
	Name		Education Department employees, Visitors			Sometimes, the name of key programme leads may be included in Education and Training Panel Papers if relevent		
Education Programme	Contact details	Managing statutory education monitoring and approval processes	Education Department employees	Education provider				Article 6(1)(e) - Public
Provider Employees	Job title		Internal employees, visitors		Retention schedule	No	No	task
	Academic / employment history							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
	Primary contact name							
Employees of Stakeholder	Contact details	Managing statutory education monitoring and approval processes	Internal employees	Education provider				
organisations: public, professional and regulatory bodies	Job title				Retention schedule	No	No	Article 6(1)(e) - Public task
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
Education Programme Complainants	Name	Managing statutory programme complaints	Internal employees, education providers	The Data Subject				
	Contact details	process Calls maybe recorded	Internal employees Employees with		Retention schedule	No	No	Article 6(1)(e) - Public task
	Recorded calls to or from HCPC	for training and quality purposes	enhanced access to call recording system	Data Subject				
	Name Contact details	Responding to queries regarding the HCPC's statutory Eduction assurance function	Internal employees	The Data Subject	Retention schedule	No	No	Article 6(1)(e) - Public
Enquirers	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject	<u>Retention schedule</u>	NO		task
			Mer	nbers of the pu	blic			
	Name Contact details	Processing of	Internal employees responding to complaints and Secretariat Department					
Members of the public submitting an organisational complaint about the HCPC	Biographical information provided in complaint	organisational complaints	employees. An anonymised summary of each complaint is reported to Executive Management Team	Data subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
		for training and quality	enhanced access to call	Data Subject Data subject				
	from HCPC	for training and quality	enhanced access to call recording system Secretariat Department Employees. Other employees may receive the name of the requestor if there is difficulty in locating the					
Freedom of Information (FOI) & Subject Access (SAR) requestors	from HCPC Name Contact details Biographical information provided in body of	for training and quality	enhanced access to call recording system Secretariat Department Employees. Other employees may receive the name of the requestor if there is difficulty in locating the requested data Secretariat Department		Retention schedule	No	No	Article 6(1)(c)- Legal obligation
Freedom of Information (FOI) & Subject Access	from HCPC Name Contact details Biographical information provided in body of request FTP/registration	for training and quality purposes	enhanced access to call recording system Secretariat Department Employees. Other employees may receive the name of the requestor if there is difficulty in locating the requested data Secretariat Department Employees Secretariat Department Employees May receive reference numbers if there is difficulty in locating the requested	Data subject Data subject & HCPC databases	Retention schedule	No	No	
Freedom of Information (FOI) & Subject Access	from HCPC Name Contact details Biographical information provided in body of request FTP/registration references Personal data included	for training and quality purposes	enhanced access to call recording system Secretariat Department Employees. Other employees may receive the name of the requestor if there is difficulty in locating the requested data Secretariat Department Employees Secretariat Department Employees may receive reference numbers if there is difficulty in locating the requested data Secretariat Department Employees. Other employees may receive reference numbers if there is difficulty in locating the requested data 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	Data subject Data subject & HCPC databases Any source	Retention schedule	No	No	

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)
	HCPC Registration number	Processing company name non objection	legal providers if legal advice required					
Company name requestors	Contact details	requests	Secretariat Department employees	Data subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					
Visitors to HCPC website	IP address	Web analytics	Google analytics, internal employees	Data subject	Use of cookies	No	No	Article 6(1)(a) - Consent
	Name	Stakeholder engagement activity		Data subject, public information		Some engagement activity is detailed in reporting to Council in public papers		
	Contact details		Internal Employees, Council Members					
External Stakeholders	Job title				Retention schedule		No	Article 6(1)(e) - Public task
	Details of past engagement activity			Communications team, CEO, Council				lask
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject		No		
Recipients of HCPC	Name	Stakeholder	Dotmailer, internal employees	Data subject	Until unsubscribed			Article 6(1)(a) - Consent
newsletter	Email address	engagement activity				No	No	
	Name		Events Force	Data subject, Binleys				
Atendees of HCPC events	Contact details	Administering event attendance to promote regulation and relevent	(processor), internal employees	lists	Retention schedule	No	No	Article 6(1)(a) - Consent
	Any special requirements	issues	Internal Employees	Data subject				
	Name							
Enquries	Contact details	Responding to enquries	Internal Employees	Data Subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system		<u></u>			ldək
	Name							

		Name								l
	Members of the public requesting HCPC publications	Contact details	Providing requested Publications	Internal Employees					Article 6(1)(a) - Consent	
		Any special requirements			Data Subject	Retention schedule	No	No		
		Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system					Article 6(1)(e) - Public task	I
-										