

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)	
Registrants and applicants									
HCPC Registrants	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, Partners, external printers	Data subject	Retention schedule	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					Internal employees	Data subject		
	Education information					Employees with access to registration database, Partners, external printers			
	Direct debit details		Employees with access to registration database						
	ID documents (eg passport, driving licence, utility bills)		Employees with access to registration database, Partners, external printers	Various depending on case e.g data subject, employers, police		No			
	Signature								
	Correspondance logs								
	Appeals paperwork		Employees who have enhanced access to special category area of the registration database	Data Subject		No			
	Ethnicity / Race								
	Sexual orientation								
Religion									
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						
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	Retention schedule	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						Finance Department employees		Data subject
	Education information								
	ID documents (eg passport, driving licence, utility bills)		Employees with access to registration database, Partners, external printers						
	Signature		Employees who have enhanced access to special category area of the registration database	Data Subject			No		
	Overseas regulator / professional body details								
	Credit card information								
	Correspondance logs		Employees with enhanced access to special category area of the registration database	Data Subject			No		
	Appeals paperwork								
	Ethnicity / Race								
Sexual orientation									
Religion	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Article 6(1)(e) - Public task						
Recorded calls to or from HCPC									
	Name		Employees with access to registration database, external printers	Data subject			Yes - if registration succesful		
	Title						Sometimes if verification required		
	Date of birth								
	Contact details						No		
	NI number								

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UK / readmission registration applicants	Employer details / work history	Maintaining a statutory register of healthcare professionals		Data subject, education providers	Retention schedule	No	Sometimes if verification required	Article 6(1)(e) - Public task
	Character / health declarations							
	Education information							
	Direct debit details							
	ID documents (eg passport, driving licence, utility bills)							
	Signature							
	Correspondance logs							
	Ethnicity / Race							
	Sexual orientation							
	Religion							
	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
Visiting European health professionals	Name	Maintaining a statutory register of healthcare professionals	Employees with access to registration database, external printers	Data subject	Retention schedule	Yes	Sometimes - if verification required	Article 6(1)(e) - Public task
	Date of birth						No	
	Contact details						Sometimes - if verification required	
	Overseas regulator / professional body details						No	
	Proof of nationality							
	Attestation of legal establishment							
	Evidence of professional qualifications							
	Signature							
	Correspondance logs					Employees with access to registration database		
Graduates of a HCPC approved course								
HCPC approved course graduates	Name	Verifying applicants qualification details	Employees with access to pass lists	Education providers	Retention schedule	No	No	Article 6(1)(e) - Public task
	Date of birth							
	Email address							
	HCPC approved course qualification							
Individuals connected to Fitness to Practise cases								
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	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		
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, employers, members of public, registrant, other regulators, police	Retention schedule	No	No	Article 6(1)(e) - Public task
	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					
	Vehicle registration plate number		Internal Employees, External Legal Services Provider					
	Education and employment history		Internal Employees, External Legal Services Provider					
	Job position / title		Internal Employees, External Legal Services Provider					
	Photos		Internal Employees, External Legal Services Provider					
	Criminal convictions & offences		Internal Employees					

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	Medical information		Internal Employees, External Legal Services Provider, Panel members					Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	Disability information		Employees who have enhanced access to special category area of the registration database						
	Ethnicity / Race								
	Sexual orientation								
	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		
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, employers, members of public, registrant, other regulators, police	Retention schedule	Yes	No	Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider			No			
	Home address								
	Date of Birth								
	Gender		Internal Employees, Panel Members, External Legal Services Provider			Can be inferred from publication of name			
	Vehicle registration plate number					No			
	Education and employment history					Yes			
	Job position / title		Internal Employees, Panel Members, External Legal Services Provider			No			
	Photos								
	Criminal convictions & offences								
	Medical information								
	Disability information		Employees who have enhanced access to special category area of the registration database			Article 6(1)(e) - Public task and Article 9(2)(g) - public interest			
	Ethnicity / Race								
	Sexual orientation								
	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		
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	Retention schedule	Yes	No	Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider			No			
	Home address								
	Date of Birth								
	Gender		Internal Employees, Panel Members, External Legal Services Provider			Yes			
	Vehicle registration plate number					Internal Employees, Panel Members, External Legal Services Provider			No
	Education and employment history								
	Job position / title								
	Photos								
	Criminal convictions & offences		Employees who have enhanced access to special category area of the registration database			Article 6(1)(e) - Public task and Article 9(2)(g) - public interest			
	Medical information								
	Disability information								
	Ethnicity / Race		Employees who have enhanced access to special category area of the registration database			Article 6(1)(e) - Public task and Article 9(2)(g) - public interest			
	Sexual orientation								
	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		
	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								
	Date of Birth								
	Gender		Internal Employees.						
	Vehicle registration plate number								

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Registration Applicants	Education and employment history	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	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								
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		
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	Retention schedule	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						
	Gender								
	Photos		Internal Employees, Partners, External Legal Services Provider						
	Medical information								
	Disability information								
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		
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	Retention schedule	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						
	Gender								
	Child Court Proceedings		Internal Employees, Partners, External Legal Services Provider						
	Photos								
	Medical information								
Disability information									
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		
Employees , Partners and Council members									
Employees	Name	Employment management	HR team, user department and Core bureau	Data Subject	Retention schedule	Yes on the intranet, Senior employees on the internet		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						

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		Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment	
	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			Data subject					
	Reasonable adjustments		HR team and line manager						
	Ethnicity / Race		HR team						
	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					
Applicants (employee)	Name	Recruitment and contract management	HR team and relevant user department if necessary	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract	
	Contact details		HR team						
	Date of Birth								
	Criminal convictions & offences								
	Gender								
	Education and employment history								HR team and relevant user department if necessary
	Qualifications								HR team
	Disability information								
	Reasonable adjustments								HR team and relevant user department if necessary
	Ethnicity / Race								HR team
	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	
HCPC Partners	Name	Partner recruitment and contract management	Partner team and user department employees	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract	
	Contact details		Partner team employees						
	Date of Birth								
	Gender								
	Education and employment history								Partner team and user department employees
	Criminal convictions & offences								
	Conflict of interests								Partner team and user department; EMT and council
	Contractual agreements								
	Disability information								Partner team employees
	Reasonable adjustments								Partner team and user department employees
	Ethnicity / Race								Partner team employees
	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	
	Name								
	Contact details								

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Partner applicants	Date of Birth	Partner team recruitment and contract management	Partner team employees	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract
	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							
	Religion							
	Sexual orientation	Employees with enhanced access to call recording system						
Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes		Article 6(1)(e) - Public task					
Individuals on expressed interest list	Name	Partner team recruitment	Partner team employees	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract
	Email address							
	Profession (if registrant)							
	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
Council and Committee Members	Name	Corporate governance	Public information	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract
	Contact details		Internal employees & other Members					
	Professional history		PSA & summary on website					
	Bank details		Finance Department employees & external payroll provider					
	Diversity monitoring information		PSA					
	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
Council and Committee Member applicants	Name	Governance	Appointment panel members & PSA (if successful)	Data subject	Retention schedule	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					
	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 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	Retention schedule	Yes, in Education and Training Panel public papers	No	Article 6(1)(b) - Contract
	Contact details		Other visitors, Education Department employees					
	Reasonable adjustments		Education providers, Education Department employees					
	Dietary requirements							
	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)(c) - Legal obligation and Article 9(2)(b) - Employment Article 6(1)(b) - Contract and Article 9(2)(a) - explicit consent 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)
Education Programme Provider Employees	Name	Managing statutory education monitoring and approval processes	Education Department employees, Visitors	Education provider	Retention schedule	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							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
Employees of Stakeholder organisations: public, professional and regulatory bodies	Primary contact name	Managing statutory education monitoring and approval processes	Internal employees	Education provider	Retention schedule	No	No	Article 6(1)(e) - Public task
	Contact details							
	Job title							
	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 process	Internal employees, education providers	The Data Subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	Contact details		Internal employees					
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
Enquirers	Name	Responding to queries regarding the HCPC's statutory Education assurance function	Internal employees	The Data Subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	Contact details							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
Members of the public								
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	Retention schedule	No	No	Article 6(1)(e) - Public task
	Contact details							
	Biographical information provided in complaint							
	Recorded calls to or from HCPC	Calls maybe recorded for training and quality purposes	Employees with enhanced access to call recording system	Data Subject				
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	Retention schedule	No	No	Article 6(1)(c) - Legal obligation
	Contact details		Secretariat Department Employees	Data subject & HCPC databases				
	Biographical information provided in body of request							
	FTP/registration references		Secretariat Department Employees. Other employees may receive reference numbers if there is difficulty in locating the requested data					
	Personal data included in response to request		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				
	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
	Name		Secretariat Department employees. External					

