

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

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	ID documents (eg passport, driving licence, utility bills)		Employees with access to registration database, external printers	Data subject			No	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest		
	Signature		Employees with access to registration database							
	Correspondance logs		Employees who have enhanced access to special category area of the registration database							
	Ethnicity / Race									
	Sexual orientation									
	Religion									
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		Employees with access to registration database			Data subject	Retention schedule		No	No
	Attestation of legal establishment									
	Evidence of professional qualifications									
	Signature									
	Correspondance logs									
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, employees, 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, 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							
	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			Yes				
	Email address									

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

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	Gender	practise processes	Internal Employees, Partners, External Legal Services Provider	regulators, police				Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	Photos								
	Medical information		Internal Employees, Partners, External Legal Services Provider			Yes			
	Disability 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	Retention schedule	No	No	Article 6(1)(e) - Public task	
	Email address		Internal Employees, External Legal Services Provider						
	Home address		Internal Employees, Partners, External Legal Services Provider			Yes			
	Date of Birth					No			
	Gender		Internal Employees, Partners, External Legal Services Provider			Yes			Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
	Child Court Proceedings					No			
	Photos		Internal Employees, Partners, External Legal Services Provider			Yes			
	Medical information								
Disability information									
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	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						
Ethnicity / Race		Data subject							
Religion									
Sexual orientation	HR team								
Applicants (employee)	Name	Recruitment and contract management	HR team and relevant user department if necessary	Data subject	Retention schedule		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								

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	Disability information		HR team					Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
	Reasonable adjustments		HR team and relevant user department if necessary					
	Ethnicity / Race		HR team					
	Religion							
	Sexual orientation							
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							
	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	Retention schedule	No	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 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							
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)							
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					Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
	Name		Appointment panel members & PSA (if successful)					

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Council and Committee Member applicants	Contact details	Governance	Secretariat department employees	Data subject	Retention schedule	No	No	Article 6(1)(b) - Contract
	Professional history		Appointment panel, PSA (if successful)					
	Diversity monitoring information		Anonymised statistics provided to PSA					Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
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			No		Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
	Dietary requirements							Article 6(1)(b) - Contract and Article 9(2)(a) - explicit consent
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					
	Job title		Internal employees, visitors			No		
	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	Retention schedule	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	Retention schedule	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	Retention schedule	No	No	Article 6(1)(e) - Public task
	Contact details							
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							
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					
	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							

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	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				
Company name requestors	Name	Processing company name non objection requests	Secretariat Department employees. External legal providers if legal advice required	Data subject	Retention schedule	No	No	Article 6(1)(e) - Public task
	HCPC Registration number		Secretariat Department employees					
	Contact details							
Visitors to HCPC website	IP address	Web analytics	Google analytics, internal employees	Data subject	Use of cookies	No	No	Article 6(1)(a) - Consent
External Stakeholders	Name	Stakeholder engagement activity	Internal Employees, Council Members	Data subject, public information	Retention schedule	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	Stakeholder engagement activity	Dotmailer, internal employees	Data subject	Until unsubscribed	No	No	Article 6(1)(a) - 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	Retention schedule	No	No	Article 6(1)(a) - Consent
	Contact details		Internal Employees					
	Any special requirements							
Enquiries	Name	Responding to enquiries	Internal Employees	Data Subject	Retention schedule	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	Retention schedule	No	No	Article 6(1)(a) - Consent
	Contact details							
	Any special requirements							