

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										
	National Insurance number										
	Employer details / work history										
	Character / health declarations										
	Education information						Data Subject, education providers				
	Direct debit details						Internal employees				
	ID documents (eg passport, driving licence, utility bills)						Employees with access to registration database, Partners, external printers				
	Signature						HCPC call recording system		3 months		
	Recorded phone calls						Employees with access to registration database		Data Subject		
	Correspondance logs						Employees with access to registration database, Partners, external printers		Various depending on case e.g data subject, employers, police	Retention schedule	
	Appeals paperwork						Data subject				
	Ethnicity / Race						Employees who have enhanced access to special category area of the registration database		Data Subject	Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	Sexual orientation										
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						No				
	Date of birth										
	Contact details										
	NI number										
	Employer details / work history										
	Character / health declarations										
	Education information								Data subject, education providers		
	ID documents (eg passport, driving licence, utility bills)								Data subject		
	Signature										
	Overseas regulator / professional body details								Finance Department employees		
	Credit card information								Employees with access to registration database	HCPC call recording system	3 months
	Recorded phone calls								Employees with access to registration database, Partners, external printers	Various depending on case e.g data subject, employers, police	Retention schedule
	Correspondance logs								Data subject		
	Appeals paperwork								Employees who have enhanced access to special category area of the registration database	Data Subject	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	Retention schedule	Yes - if registration successful	Sometimes if verification required	Article 6(1)(e) - Public task			
	Title						No				
	Date of birth										
	Contact details										
	NI number										
	Employer details / work history										
	Character / health declarations										
	Education information								Data subject, education providers		

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)	
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		Employees with access to registration database	HCPC call recording system	3 months				
	Recorded phone calls			Data subject	Retention schedule				
	Correspondance logs								
	Ethnicity / Race		Employees who have enhanced access to special category area of the registration database	Data subject	Retention schedule				
	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	No	No	Article 6(1)(e) - Public task	
	Date of birth								Sometimes - if verification required
	Contact details								No
	Overseas regulator / professional body details								Sometimes - if verification required
	Proof of nationality		No						
	Attestation of legal establishment								
	Evidence of professional qualifications								
	Signature								
	Recorded phone calls			Employees with access to registration database	HCPC call recording system				3 months
	Correspondance logs			Employees with access to registration database	Data subject				Retention schedule
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						
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, 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						

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)		
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		Internal Employees, Panel Members, External Legal Services Provider			Can be inferred from publication of name				
	Date of Birth					No				
	Gender					Yes				
	Vehicle registration plate number					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			No			Article 6(1)(e) - Public task and Article 9(2)(g) - public interest	
	Medical information									
	Disability information									
	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	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			Yes				
	Date of Birth									
	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	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									
	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									
	Full Name		Internal Employees, Panel Members, External Legal Services Provider							
	Email address									

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)
Witnesses	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							
	Gender							
	Photos		Internal Employees, Partners, External Legal Services Provider			Yes		Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
	Medical information							
	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							
	Home address							
	Date of Birth		Internal Employees, External Legal Services Provider			Yes		Article 6(1)(e) - Public task
	Gender							
	Child Court Proceedings							
	Photos		Internal Employees, Partners, External Legal Services Provider			No		Article 6(1)(e) - Public task and Article 9(2)(g) - public interest
	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					
	Absence Records		HR team, line manager and Core bureau					
	Pay Records		HR team, Core bureau, Government departments					
	NI Number		HR team, Core bureau, Pension service provider, Government departments					
	Pension records		HR team and line manager					
	Learning and development Records		HR team					
	Right to work in the UK (e.g copy of passport)		HR team and line manager (if appropriate), occupational health provider					
	Occupational Health Records		HR team					
	Medical Records		HR team and line manager					
	Disability information		HR team					
	Reasonable adjustments		HR team					
	Ethnicity / Race		HR team					
	Religion		HR team					
Sexual orientation	HR team							
Applicants (employee)	Name	Recruitment and	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		HR team and relevant user department if					
	Education and employment history							

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)		
	Qualifications	contract management	user department if necessary					Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment		
	Disability information		HR team							
	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	No	No
	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									
	Date of Birth									
	Gender									
	Education and employment history									
	Criminal convictions & offences									
	Conflict of interests		Partner team and relevant user department employees if necessary					No	No	Article 6(1)(c) - Legal obligation and Article 9(2)(b) - Employment
	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	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)							

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)	
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								
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						
	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								

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)
	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
	HCCP 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							