

Register of HR-related personal data

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Category of personal data	Where data is stored	Purpose of processing	Legal basis for processing	Additional safeguards for special categories of personal data or data relating to criminal convictions and offences	Category of data subject	Recipients to whom disclosed	Period for which data is retained	Technical and organisational security measures adopted
Basic personal information and contact details (including name, address, date of birth, gender, telephone number, email address and next of kin/emergency contact details)	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate Hard copies in locked filing cabinet (only accessed by the four people mentioned above)	To allow the organisation to maintain accurate employee records and contact details For HR and business administration purposes For defence against potential legal claims	Necessary for the performance of a contract or to enter into a contract Necessary for compliance with a legal obligation Necessary for the legitimate interests of the organisation		Applicants for employment Existing employees Former employees	Third party payroll providers - Esos Ltd Scottish Widows - pensions Canada Life - Life Insurance brokers Widerplan - Childcare vouchers	Existing employees: throughout their employment Unsuccessful applicants: From appointment, 6 months Former employees: 6 years from leaving date	

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Recruitment records (including CVs, application forms, interview notes, test results, proof of right to work in UK (such as passports and visas), driving licence, evidence of skills and qualifications, and references)	<p>Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate</p> <p>Hard copies in locked filing cabinet (only accessed by the four people mentioned above)</p> <p>Line managers have stated they have CVs of job applicants and information from recruitment agencies, interview notes etc - this is kept mainly on their email system and a couple of LM have this stored as hard copies</p>	<p>To assess an individual's suitability for work and to determine to whom to offer employment</p> <p>To comply with legislative and regulatory requirements</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>		<p>Applicants for employment</p> <p>Existing employees</p> <p>Former employees</p> <p>LSB Board</p> <p>OLC Board</p> <p>Consumer panel</p>	<p>External organisations conducting reference and background checks</p>	<p>Existing employees: From appointment keep for six years then destroy</p> <p>Unsuccessful applicants: From appointment keep for six months then destroy</p> <p>Former employees: [time period]</p>	
Offer letters, contracts of employment, written statements of terms and related correspondence, including copies of passport, visas, references	<p>Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate</p> <p>Hard copies in locked filing cabinet (only accessed by the four people mentioned above)</p>	<p>To maintain a record of employees' contractual and statutory rights</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for the legitimate interests of the organisation</p>		<p>Existing employees</p> <p>Former employees</p> <p>LSB Board</p> <p>OLC Board</p> <p>Consumer panel</p>		<p>Existing employees: throughout their employment</p> <p>Former employees: 6 years from leaving date</p>	

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Equality and Diversity questionnaires	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate	To maintain a record of employees' contractual and statutory rights For HR and business administration purposes For defence against potential legal claims	Necessary for compliance with a legal obligation Necessary for the performance of a contract or to enter into a contract Necessary for the legitimate interests of the organisation	Necessary to carry out monitoring to equality and diversity purposes. Special categories of data and data on criminal convictions and offences are retained and erased in accordance with the organisation's Data Protection policy on special categories of data	Applicants for employment Existing employees Former employees LSB Board OLC Board Consumer panel		Existing employees: Once on as database and anonymised, destroy forms immediately.	
Leavers forms, exit questionnaires, references to new employers, settlement agreements, retirement, dismissal, redundancy	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate	To maintain a record of employees' contractual and statutory rights For HR and business administration purposes For defence against potential legal claims	Necessary for compliance with a legal obligation Necessary for the performance of a contract or to enter into a contract Necessary for the legitimate interests of the organisation		Former employees	New employers (with regards to giving references)	Former employees: 6 years from leaving date	

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Financial and tax information (including pay and benefit entitlements, bank details and national insurance numbers)	<p>Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate</p> <p>Hard copies in locked filing cabinet (only accessed by the four people mentioned above)</p>	<p>To pay employees and make appropriate tax payments</p> <p>For HR and business administration, and financial planning purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p>		<p>Existing employees</p> <p>Former employees</p> <p>LSB Board</p> <p>OLC Board</p> <p>Consumer panel</p>	<p>Third party payroll providers</p> <p>- Esos Ltd</p> <p>Scottish Widows - pensions</p> <p>Canada Life - Life Insurance brokers</p> <p>Widerplan - Childcare vouchers</p>	<p>Existing employees: Payroll - From the current tax year go back 6 years</p> <p>Statutory sick pay and statutory maternity pay - from the current tax year go back 3 years</p> <p>Payment/reimbursement of expenses - From the current tax year go back 6 years</p> <p>Payments to employees and employers contributions to pension schemes - for duration of employment and from leaving 75 years</p> <p>Former employees: [time period]</p>	
Disciplinary and grievance records (including records of investigations, notes of disciplinary or grievance meetings and appeal hearings, correspondence with employees and written warnings)	<p>Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate</p>	<p>To maintain a record of the operation of disciplinary and grievance procedures and their outcome</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>		<p>Existing employees</p> <p>Former employees</p>	<p>At the time of the disciplinary or grievance investigation officer and people involved in the grievance and disciplinary meeting and appeal meeting.</p>	<p>Existing employees: throughout their employment</p> <p>Former employees: 6 years after leaving date</p>	

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Sickness Absence and leave records containing special categories of personal data (including details of absence or leave taken, the reasons for absences, the type of leave, information about medical or health conditions, reasonable adjustments, records of absence management discussions, correspondence with employees and written warnings)	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate	<p>To maintain a record of the operation of absence procedures</p> <p>To ensure that employees receive statutory and contractual sick pay or other pay entitlements (such as maternity or other family-related pay) and benefits</p> <p>To meet health and safety obligations</p> <p>To comply with the requirement to make reasonable adjustments</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p> <p>Necessary to carry out obligations or exercise rights under employment law</p>	<p>Necessary to carry out obligations or exercise rights under employment law</p> <p>Special categories of data and data on criminal convictions and offences are retained and erased in accordance with the organisation's policy on special categories of data and data on criminal convictions and offences</p>	Existing employees Former Employees		Existing employees: throughout their employment Former employees: 6 years	
Family related leave - Maternity, paternity, shared parental leave and parental leave (including data such as MatB1 form, data regarding pregnancy related sickness, application forms to request leave)	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate		Necessary for compliance with a legal obligation		Existing Employees Former Employees		Existing employees: throughout their employment Former employees: 6 years after leaving date	

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Performance records (including appraisal documents, performance reviews and ratings, targets and objectives, performance improvement plans, records of performance improvement meetings and related correspondence, and warnings)	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate	To maintain a record of the operation of performance management systems and performance improvement processes For HR and business administration purposes For defence against potential legal claims	Necessary for compliance with a legal obligation Necessary for the legitimate interests of the organisation		Existing Employees Former Employees		Existing employees: throughout their employment Former employees: 6 years after leaving date	
Third Party contractors who LSB supply personal data	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate	For HR and business administration purposes, in particular payroll, pensions, life insurance, childcare vouchers, HR Advice For defence against potential legal claims	Necessary for compliance with a legal obligation Necessary for the legitimate interests of the organisation		Existing employees Former Employees	1. Esos Ltd – payroll 2. Deminos Consulting Ltd – HR outsourcing 3. Scottish Widows – our group pension provider 4. Canada Life Assurance Company – life assurance provider 5. Widerplan – Childcare vouchers (joint data controller)	For each category i.e.payroll etc. see above for data retention	
Third Party contractors who they supply personal data to LSB	Wisdom - kept in a secure HR folders that are only accessed by four people - Head of CS, HRM, Director of Finance and Resources and Finance and Resources Associate	For HR and business administration purposes, in particular payroll, pensions, life insurance, childcare vouchers, HR Advice For defence against potential legal claims	Necessary for compliance with a legal obligation Necessary for the legitimate interests of the organisation		New applicants New starters Existing employees Former employees	1. Michael Page – recruitment agency 2. Morgan Hunt – recruitment agency 3. Law Absolute – recruitment agency 4. LG Legal – Employment law advice (we have used these in the past)	For each category i.e.payroll etc. see above for recruitment	