

## APPLICANT DATA

<b>Type of personal data</b>	<b>Sensitive data?</b>	<b>Purpose of processing</b>	<b>Potential transfer to third parties? Who?</b>	<b>Lawful basis for processing</b>	<b>Grounds for processing sensitive personal data</b>	<b>Retention Period</b>
Contact details	No	Administering the employment contract / make contact	HMRC / professional advisors / Brokers / Ext Payroll	Legal obligation / performance of contract / legitimate interests	N/A	6 years post-employment
Full name	No	Administering the employment contract / make contact / provide references	HMRC / professional advisors / Brokers / Ext Payroll / Potential Employers	Legal obligation / performance of contract / legitimate interests	N/A	indefinitely
Job Title	No	Administering the employment contract / make contact / provide references	HMRC / professional advisors / Brokers / Ext Payroll / Potential Employers	Legal obligation / performance of contract / legitimate interests	N/A	indefinitely
Employment Dates	No	Administering the employment contract / make contact / provide references	HMRC / professional advisors / Brokers / Ext Payroll / Potential Employers	Legal obligation / performance of contract / legitimate interests	N/A	indefinitely
Date of birth	No	Equal opportunities monitoring	HMRC / professional advisors / Brokers / Ext Payroll	Legal obligation / performance of contract / legitimate interests	N/A	6 years post-employment
Gender	Yes	Equal opportunities monitoring	HMRC / professional advisors / Brokers / Ext Payroll	Legal obligation / performance of contract / legitimate interests	employment purposes / statistics / conduct of legal claims	6 years post-employment
Marital status	Yes	Equal opportunities monitoring	HMRC / professional advisors / Brokers / Ext Payroll	Legal obligation / performance of contract / legitimate interests	employment purposes / statistics / conduct of legal claims	6 years post-employment
Info about race	Yes	Equal opportunities monitoring	HMRC / professional advisors / Brokers / Ext Payroll	Legal obligation / performance of contract / legitimate interests	employment purposes / statistics / conduct of legal claims	6 years post-employment
Info about ethnicity	Yes	Equal opportunities monitoring	HMRC / professional advisors / Brokers / Ext Payroll	Legal obligation / performance of contract / legitimate interests	employment purposes / statistics / conduct of legal claims	6 years post-employment
CV	Yes	Recruitment and selection	Job board specialists	Legal obligation / performance of contract / legitimate interests	N/A	6 years post-employment
Eligibility to work	Yes	Check right to work status	HMRC / professional advisors	Legal obligation / performance of contract / legitimate interests	Employment / legal purposes	2 years post-employment

Qualifications	No	Recruitment and selection	Job board specialists	Legal obligation / performance of contract / legitimate interests	N/A	6 years post-employment
Employment history	No	Administering the employment contract / make contact / provide references	HMRC / professional advisors / Brokers / Ext Payroll / Potential Employers	Legal obligation / performance of contract / legitimate interests	N/A	7 years post-employment
Disability Info	Yes	Equal opportunities monitoring	Ext payroll / Professional advisors / managing staff / health and safety / fit to work	Legal obligation / performance of contract / legitimate interests	employment purposes / statistics / conduct of legal claims	6 years post-employment
Professional Membership	No	Education, training & development, industry knowledge requirements	n/a	Legal obligation / performance of contract / legitimate interests	N/A	6 years post-employment
Health records	Yes	Absence management / fit for work	Ext payroll / Professional advisors / managing staff / health and safety	Legal obligation / performance of contract / legitimate interests	employment purposes / conduct of legal claims	6 years post-employment
References	No	Recruitment and selection	Reference providers	Legal obligation / performance of contract / legitimate interests	Employment / legal purposes	2 years post-employment
Interview notes	No	Recruitment and selection	n/a	Legal obligation / legitimate interests	employment purposes / conduct of legal claims	6 months