

SCHEDULE 1

Categories of personal data

Type of personal data	Collected from ¹
a) Contact Information	
<ul style="list-style-type: none">Name(s)Address(es)Email address(es)Contact details including mobile telephone number(s)	You
b) Personal Information	
<ul style="list-style-type: none">Date of birthGenderNext of kin or other dependantsMarital or relationship statusLifestyle and social circumstancesEmergency contact information	You
c) Identity and Background Information	
<ul style="list-style-type: none">Details of education and qualifications and resultsCareer history, experience and skillsPassport informationDriving licence informationPsychometric test resultsRight to work, residency and/or other visa information (where unrelated to your race or ethnicity)Curriculum Vitae (CV) or resume and professional profileImage or photographsApplication formEvaluative notes and decisions from job interviewsPreferences relating to job location and salaryConflicts of interests (including where related to family networks)	<ul style="list-style-type: none">YouRecruitment consultants and agenciesYour previous employersPublicly available information from online resources
d) Financial Information	
<ul style="list-style-type: none">Salary, compensation and other remuneration informationNational insurance number and/or other governmental identification numbersBusiness expense and reimbursement details	<ul style="list-style-type: none">YouYour previous employer
e) Special Category Personal Data	
<ul style="list-style-type: none">Racial or ethnic origin (including your nationality and visa information)Political opinionsReligious or philosophical beliefsTrade union membershipData concerning physical and/or mental health (including occupational health requirements, accident reports, day-to-day health concerns such as diabetes or epilepsy conditions which we should be aware of, dietary requirements, allergies, drug and alcohol test results and reasons for any short term or long term absence)Sexual orientationHealth and safety and accident records and reportsInformation relating to actual or suspected criminal convictions and offences	<ul style="list-style-type: none">YouYour emergency contact(s)

SCHEDULE 2

Purposes of processing personal data

For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

Purposes of processing	Lawful basis We are permitted to process your personal data because...					
	1. You have given your consent to the processing (Please also see paragraph Error! Reference source not found.)	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties ²	5. It is necessary to protect your vital interests (or those of someone else)	6. [It is necessary to perform a task in the public interest or in our official authority
a) Recruitment and workforce planning						
1. Administering your application for a job with us and considering your suitability for the relevant role				✓		
2. Obtaining, considering and verifying your employment references and employment history				✓		
3. Reviewing and confirming your right to work in the UK			✓			
4. Conducting verification and vetting, including criminal background checks and credit checks where required by law (Note: special category personal data paragraph 5)			✓			
5. Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role (Note: special category personal data paragraph 5)	✓					✓
6. Making a job offer to you and entering into a contract of employment with you		✓				
7. Identifying and assessing the Trust's strategic business direction and resourcing needs, current employees and areas for development				✓		
8. Promotion and succession planning				✓		

² Article 13(1)(d) of the GDPR states that where the controller's processing is based on Article 6(1)(f) (ie necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject) requires the controller to provide the legitimate interests pursued by them in their FPN.

Lawful basis

We are permitted to process your personal data because...

Purposes of processing

1. You have given your consent to the processing (Please also see paragraph Error! Reference source not found.)	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties ²	5. It is necessary to protect your vital interests (or those of someone else)	6. [It is necessary to perform a task in the public interest or in our official authority
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- 9. Analysing recruitment and retention objectives, processes and employee turnover rates
- 10. Developing, operating and collecting feedback on recruitment activities and employee selection processes

✓
✓

b) Legal and regulatory compliance and responsibilities

- 11. Managing and administering our equal opportunities reporting (**Note:** special category personal data **paragraph 5**)
- 12. Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities (**Note:** special category personal data **paragraph 5**)
- 13. Responding to non-binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities
- 14. Complying with disclosure orders arising in civil proceedings (**Note:** special category personal data **paragraph 5**)
- 15. Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting the Trust's compliance with relevant legal and regulatory requirements (**Note:** special category personal data **paragraph 5**)
- 16. Responding to employment and industrial relations matters where permitted by applicable law, including criminal investigations,

✓				
✓				✓
			✓	
✓				✓
✓				✓
✓			✓	✓

Lawful basis

We are permitted to process your personal data because...

1. You have given your consent to the processing (Please also see paragraph Error! Reference source not found.)	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties ²	5. It is necessary to protect your vital interests (or those of someone else)	6. [It is necessary to perform a task in the public interest or in our official authority
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Purposes of processing

grievances, arbitrations, negotiations, elections and strikes (**Note:** special category personal data **paragraph 5**)

c) Day-to-day business operations

- 17. ³Supporting our diversity programmes and staff support networks and initiatives (**Note:** special category personal data **paragraph 5**)
- 18. Administering your travel and accommodation arrangements

✓					
	✓	✓	✓		

³ Note that we are referring to voluntary groups here eg employee-led LGBT or BAME initiatives.

SCHEDULE 3

Purposes of processing special category personal data

Purposes of processing	Special category lawful basis ⁴ We are permitted to process your personal data because...					
	1. You have given your explicit consent to the processing	2. It is necessary for your/our obligations and rights in the field of employment and social security and social protection law	3. It is necessary to protect the vital interests of the data subject or another person you or they are physically or legally incapable of giving consent	4. It is necessary for our establishment, exercise or defence of legal claims	5. It is necessary for reasons of substantial public interest	6. It is necessary for preventive or occupational medicine, for the assessment of the working capacity of the employee
a) Recruitment and workforce planning						
1. Conducting verification and vetting, including criminal background checks and credit checks where required by law		✓			✓	
2. Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role	✓				✓	
b) Security and governance						
3. Identifying and authenticating employees and other individuals	✓				✓	
4. Identifying, investigating and mitigating suspected misuse of the Trust's assets, systems and platforms				✓		
c) Legal and regulatory compliance and responsibilities						
5. Managing and administering our equal opportunities reporting					✓	
6. Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities or sharing information (on a voluntary basis) with the same				✓		
7. Complying with disclosure orders arising in civil proceedings				✓		
8. Investigating, evaluating, demonstrating, monitoring, improving and reporting on the Trust's compliance with relevant legal and regulatory requirements				✓		
9. Responding to employment and industrial relations matters where permitted by applicable law, including criminal investigations, grievances, arbitrations, negotiations, elections and strikes				✓		
10. Making reasonable adjustments as needed to help		✓				

Special category lawful basis⁴

We are permitted to process your personal data because...

Purposes of processing

- 1. You have given **your explicit consent** to the processing
- 2. It is necessary for your/our obligations and rights in the field of **employment and social security** and social protection law
- 3. It is necessary to protect the **vital interests** of the data subject or another person you or they are physically or legally incapable of giving consent
- 4. It is necessary for our establishment, exercise or defence of **legal claims**
- 5. It is necessary for reasons of **substantial public interest**
- 6. It is necessary for **preventive or occupational medicine**, for the assessment of the working capacity of the employee

remove barriers faced by you in your role because of any disability you might have

d) **Day-to-day business operations**

- 11. Supporting our diversity programmes and staff support networks and initiatives

✓

SCHEDULE 4

Your rights in relation to personal data

Your right	What does it mean?	Limitations and conditions of your right
Right of access	Subject to certain conditions, you are entitled to have access to your personal data (this is more commonly known as submitting a "data subject access request").	If possible, you should specify the type of information you would like to see to ensure that our disclosure is meeting your expectations. We must be able to verify your identity. Your request may not impact the rights and freedoms of other people, eg privacy and confidentiality rights of other staff.
Right to data portability	Subject to certain conditions, you are entitled to receive the personal data which you have provided to us and which is processed by us by automated means, in a structured, commonly-used machine readable format.	If you exercise this right, you should specify the type of information you would like to receive (and where we should send it) where possible to ensure that our disclosure is meeting your expectations. This right only applies if the processing is based on your consent or on our contract with you and when the processing is carried out by automated means (i.e. not for paper records). It covers only the personal data that has been provided to us by you.
Rights in relation to inaccurate personal or incomplete data	You may challenge the accuracy or completeness of your personal data and have it corrected or completed, as applicable. You have a responsibility to help us to keep your personal information accurate and up to date. We encourage you to notify us of any changes regarding your personal data as soon as they occur, including changes to your contact details, telephone number, immigration status.	Please always check first whether there are any available self-help tools to correct the personal data we process about you. This right only applies to your own personal data. When exercising this right, please be as specific as possible.
Right to object to or restrict our data processing	Subject to certain conditions, you have the right to object to or ask us to restrict the processing of your personal data.	As stated above, this right applies where our processing of your personal data is necessary for our legitimate interests. You can also object to our processing of your personal data for direct marketing purposes.
Right to erasure	Subject to certain conditions, you are entitled to have your personal data erased (also known as the " <i>right to be forgotten</i> "), eg where your personal data is no longer needed for the purposes it was collected for, or where the relevant processing is unlawful.	We may not be in a position to erase your personal data, if for example, we need it to (i) comply with a legal obligation, or (ii) exercise or defend legal claims.
Right to withdrawal of consent	As stated above, where our processing of your personal data is based on your consent you have the right to withdraw your consent at any time.	If you withdraw your consent, this will only take effect for future processing.