

INFORMATION AUDIT – Employees

This Information Audit applies to the Education charity. The charities use an application form and diversity monitoring form for staff recruitment, in accordance with their selection policy. As the larger charity, it acts as the legal employer (on behalf of both charities). The charities have agreed a Memorandum of Understanding to explain how the resource and costs are shared.

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
Application Process						
Full Name Address Telephone Email	To contact them about their application to become an employee & arrange interviews etc.	Necessary for the legitimate interests of the organisation.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Directors	Electronic files & emails are stored on Office 365.	Applications will be retained until 6 months after the employee has been appointed, then they will be securely deleted. We do keep a summary of all recruitment exercises including names, dates & advertisement methods but not address or CVs.

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
Employment history Education Training Other skills & interests	To assess your application to select a suitable employee.	As above	As above	Directors	As above	As above
Ethnicity Religion Sexuality Disability	We use a diversity questionnaire for potential applicants, but this information is anonymised and the form destroyed.	As above	As above	None	As above	As above
Interview notes & scoring sheets	To assess your application to select a suitable employee.	As above	As above	Directors	As above	As above
Reference contact details Referee responses	To ask for a character/work reference prior to appointment as an employee.	As above	As above	None	As above	As above

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Appointed Employees						
Full Name Address (previous address) Telephone Email	To appoint them as employee. To communicate Human Resource issues with them. To add them to payroll.	Employment contract	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Directors. Payroll provider. HMRC.	Electronic files for each employee is stored on Office 365.	Employment records will be destroyed 6 years after the person ceases to be an employee.
Disability/ heath information	To make any reasonable adaption in the workplace.	Legal Obligation - DDA	As above	No	As above	As above
Nationality Immigration Status	To ensure that the individual has the 'Right to Work'.	Legal Obligation	As above	No	As above	As above
Gender Marital Status Date of Birth NI number Tax Code Passport Number Trade Union membership	To provide PAYE information to HMRC.	Legal Obligation	As above	Payroll provider. HMRC. Pension provider.	As above	As above

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
Bank details	To provide PAYE information to HMRC. To reimburse any expenses.	As above	As above	Payroll provider. Bank.	As above plus stored in online banking system.	As above
Absence record Appraisal/ performance information – notes and conversations Training records	To undertake standard staff performance management.	Contract	As above	None	As above	As above
Accident record	To maintain a record of any health and safety incidents at work.	Legal Obligation - Health and Safety	As above	Directors. Accountants.	As above	As above.
Emergency contact	To be able to contact someone in the event of an emergency.	Legitimate interest of organisation	As above	No	As above	As above

The most senior staff member is expected by Directors to become an authorised signatory on behalf of the charities. Therefore, their personal information would be shared with accountants, banks, and solicitors. They would also be expected to submit a related party transaction form. Please see the Information Schedule for Directors.