

Purpose or activity	Purpose of the processing	Lawful basis for processing (Legitimate interests is no longer available to public authorities as a basis for processing in the performance of their tasks)	Categories of personal data	Source of data (is this publicly accessible?)	Processor of personal data (The person or organisation which processes personal data on behalf of the MHS HOMES).	Details of transfer to third country and safeguards	Retention period	Existence of data subjects rights						Details of any automated decision making
								The right to be informed	The right of access	The right to rectification	The right to erasure	The right to restrict processing	The right to data portability	
Financial transaction	Financial transactions such as payroll management, absence returns, travel claims, budget setting and monitoring, and financial audits include personal and/or sensitive data.	Article 6 (e) Public task Article 9 (2) provision of health or social care or treatment or management of health or social care services.	Personal data and special category data including name, address, DOB, and healthcare information	Within the mhs homes.	Payroll services (provided by MHR, occupational health Global Occupational Health Services, UNISON, Charities Aid Foundation, AIG, Bupa, Towergate Insurance)	None	6 years after the staff member leaves or 75th Birthday, whichever is sooner.	✓	✓	✓	✓	✓	✓	None
HR Processes	HR processes will include personal and/or special category data such as: • Staff change forms • Recruitment and selection • Sickness reporting • Payroll Administration • Electronic Staff Records • Occupational Health and Counselling Services • Childcare Voucher Scheme • Staff survey • DBS checks • Driver details • HR audits • Workforce diversity data • Employee relations	Article 6 (b) Contract Article 9 (h) Employment and Social Security Staff survey Article 6 (e) and Article 9 (h)	Personal data and special category data including name, address, DOB, and healthcare information	From employees, Occupational Health Global Occupational Health Services	Employees, mhs homes staff, Occupational Health (provided by Global Occupational Health Services) and payroll services (provided by MHR). All HR information is held centrally on the iHent system. In addition DBS checks are carried out by Powys County council. Driver data checking is completed by Drivercheck.	None	6 years after the staff member leaves or 75th Birthday, whichever is sooner.	✓	✓	✓	✓	✓	None	None
Legal / Statutory obligations	Mhs homes group must comply with certain statutory and legislative requirements to share information with other agencies. Examples include: • ONS surveys • National Fraud Initiative • Department of work and pensions • HMRC • Central government departments • Law enforcement agencies The above list is not exhaustive.	Article 6 (c) Legal Obligation Article 9 (b) Employment and Social Security	Personal data and special categories data including any of the following name, address, DOB, contact details, salary, pension information, job details.	From employees.	Mhs homes processes data and shares with the following upon request: • Office National Statistics • Cabinet Office • Department of work and pensions • HMRC • Central government departments	None	6 years after the staff member leaves or 75th Birthday, whichever is sooner.	✓	✓	✓	✓	✓	None	None