

Information we hold

The table below details the information we hold – including how it is held and who access it - on the basis of 'Legitimate Business Interest'.

What	Where	Why	Who
Human Resources – includes all staff members (all data is retained for 4 years / financial information held for 6 years)			
Bank account details	Web-based, hosted by high-street bank. Card reader and password protected	Prompt payment of salaries etc.	Finance Manager only
Benefit details	Payroll software stored and accessed on password protected PC only Personnel file stored in locked filing cabinet	For accurate payment of salaries etc.	Finance Manager only – shared with HMRC as legal obligation
CVs – includes employment history, education, marital status	Personnel file stored in locked filing cabinet Management folder on network – password protected	Received from job-applicants	Finance Manager and Managing Director
Email addresses	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Maternity/paternity records	Payroll software stored and accessed on password protected PC only Personnel file stored in locked filing cabinet	For accurate payment of salaries, benefits, accurate logging of entitlements, leave etc.	Finance Manager only – shared with HMRC as legal obligation
National insurance numbers	Payroll software stored and accessed on password protected PC only Personnel file stored in locked filing cabinet	For accurate payment of salaries etc.	Finance Manager only – shared with HMRC as legal obligation

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What	Where	Why	Who
Pension details	Payroll software stored and accessed on password protected PC only Personnel file stored in locked filing cabinet	For accurate payment of salaries etc.	Finance Manager only – shared with HMRC as legal obligation Shared with pension provider
Phone number(s)	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Postal address(es)	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Salaries	Payroll software stored and accessed on password protected PC only Excel – password protected Personnel file stored in locked filing cabinet Web-based, hosted by high-street bank. Card reader and password protected	For accurate payment of salaries etc.	Finance Manager and Managing Director – shared with HMRC as legal obligation
Sickness and absence records	Payroll software stored and accessed on password protected PC only Personnel file stored in locked filing cabinet	For accurate payment of salaries etc.	Finance Manager and Managing Director – shared with HMRC as legal obligation
Tax codes	Payroll software stored and accessed on password protected PC only Personnel file stored in locked filing cabinet	For accurate payment of salaries etc.	Finance Manager only – shared with HMRC as legal obligation
Training records	Personnel file stored in locked filing cabinet Management folder on network – password protected	To track CPD etc.	Management

What	Where	Why	Who
DBS information	Personnel file stored in locked filing cabinet	So trainer can be used appropriately	Management
Disciplinary records	Personnel file stored in locked filing cabinet	(Only kept for finite period as agreed with subject, then shredded.)	Managing Director
Appraisal records	Personnel file stored in locked filing cabinet		Managing Director
Suppliers – includes bank trainers			
Bank account details	Web-based, hosted by high-street bank. Card reader and password protected Invoices – hardcopies kept in locked cabinet	Prompt payment	Finance Manager Invoices shared with accountant at year end as legal obligation
Email addresses	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Phone number(s)	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Postal address(es)	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Customers			
Bank account details	Web-based, hosted by high-street bank. Card reader and password protected	If require refund. Information deleted straight after payment made	Finance Manager only
Date of Birth	Exam papers kept locked in cabinet and scanned copies kept in locked folder stored on network	Requested by accrediting body for first aid candidates undertaking an exam – see footnote from Quallsafe Awards	IQAs, administrators, bank trainers, office management

What	Where	Why	Who
Health declarations	In password protected course folder on network	To ensure candidate's safety on select courses	IQAs, administrators, bank trainers, office management
Email addresses	Outlook – all PCs password protected Excel – password protected Smart Messenger (where specific permission obtained)	Prompt correspondence Marketing and offer information	All Marketing Officer
Phone number(s)	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Place of work	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Postal address(es)	Outlook – all PCs password protected Excel – password protected	Prompt correspondence	All
Training records	Excel – password protected		All
Payment records, aged debtor analysis,			
Notes relating to credit control			Finance Manager only
Accident reports	Locked in cabinet	Legal responsibility	Centre Manager
Customer purchase records	Excel – password protected	Record of courses booked	All

N.B. In the event of a staff member's prolonged absence, their authorised deputy will gain access to the information required to fulfil the role.

Further information from Quallsafe Awards

With respect to the date of birth that is gathered from delegates, the information is legitimately gathered for the purposes of identification verification and data security. The date of birth can be used as a separator when identifying records held for

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individuals of the same commonly used name (e.g. John Smith) and it can also be used for the purposes of security should someone make any telephone enquiries requesting personal information. The legal basis for retaining the date of birth is the legitimate business interest of maintaining the security and integrity of regulated qualification assessments and of personal data that your company retains.

Regulatory Compliance Manager

Qualsafe Awards