

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Name - Forename	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contract/ Pensions/ Payroll	Applicant/ Member of staff	mandatory	Recruitment/ HR/ Local Admin/ Pensions	yes	Pension Providers/ Arrestment factors/ Union subscriptions/ Internal and External Auditors	Recruitment/ App Committee	basic record maintained indefinitely
Name - Surname	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contract/ Pensions/ Payroll	Applicant/ populated by igrasp	mandatory	Recruitment/ HR/ Local Admin/ Pensions	yes	Pension Providers/ Arrestment factors/ Union subscriptions/ Internal and External Auditors	Recruitment/ App Committee	basic record maintained indefinitely
Name - known as	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contract/ Pensions/ Payroll	Applicant/ populated by igrasp	mandatory	Recruitment/ HR/ Local Admin	no	Appointing Committee	Recruitment/ App Committee	basic record maintained indefinitely
Title	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contract/ Pensions/ Payroll	Applicant/ Member of staff/ Recruitment	mandatory	Recruitment/ HR/ Local Admin/ Pensions	yes	Pension providers	Recruitment/ App Committee/ Pensions	basic record maintained indefinitely
Date of birth	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contract/ Pensions/ Payroll	Recruitment/ Member of staff/ local Administrators for others	mandatory	Recruitment/ HR/ Local Admin/ Pensions	Yes	HESA, Pension Providers/ HMRC	HR/ Local Admin	basic record maintained indefinitely
Sex	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ contractual and HESA/ salary surveys/ Athena Swan. To determine calculation and factors used for cash/early retirement/ Included in monthly Payroll RTI file	Applicant/ Member of staff	mandatory	Recruitment/ ED/ Systems/ PPR/ Pensions	yes	HESA, XpertHR, Pension Providers, HMRC	Recruitment/ HR/ Payroll/ Pensions	basic record maintained indefinitely
Nationality	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/working permissions/HESA	Applicant/ Recruitment/ local administrators	mandatory	Recruitment/ Admin	yes	HESA	Recruitment/ HR/ HESA	leaving date + 6 years or if not successful, 6 months after closing date of application

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name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Home address	1 - personal	igrasp/ coreHR	Contract with individual	Correspondence and HMRC/pensions. To enable life assurance provider to calculate premium	Member of staff	mandatory	Payroll/ Pensions	yes	HMRC/ Pension Providers	Recruitment/ HR/ Payroll/ Pensions	leaving date + 6 years or if not successful, 6 months after closing date of application
Post code	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contact purposes	Applicant/ Member of staff	mandatory	Recruitment	yes	Appointing Committee/ HMRC/ Pension Providers	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Home Phone	1 - personal	igrasp/ coreHR	Contract with individual	Recruitment/ Contact purposes for pensions	Applicant/ Member of staff	optional	Recruitment	yes	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Mobile Phone	1 - personal	igrasp/ coreHR	Legitimate interest	Recruitment/ Contact purposes	Applicant/ Member of staff	optional	Recruitment	no		Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
CV/cover letter File	1 - personal	igrasp	Legitimate interest	Recruitment/HR File	Applicant (G6+)	mandatory	Recruitment	Yes	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Emergency contact/next of kin	1 - personal	CoreHR	Legitimate interest/Vital interest of individual	Contact in case of emergency	Member of staff	optional	member of staff	no		HR/ Line Manager	leaving date + 1 year or if not successful, 6 months after closing date of application
Marital status	1 - personal	igrasp/coreHR	Contract with individual	Recruitment/Pension/HMRC To determine whether spouse's pension payable	Applicant/ populated by igrasp	mandatory	Recruitment/ Pensions	yes	Pension providers/ HMRC	HR/ Payroll/ Pensions	basic record maintained indefinitely

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Previous surname	1 - personal	igrasp/ coreHR	Contract with individual	Pensions/ identification	Applicant/ Local HR	optional	HRAs	no		Recruitment/ HR	basic record maintained indefinitely
Age Range	1 - personal	igrasp/ coreHR	Legitimate interest	Recruitment	Applicant - calculated from date of birth	mandatory	Recruitment	no		Recruitment	not applicable as calculated from date of birth
Disability	1 - personal	igrasp/ coreHR	Legitimate interest	Recruitment	Applicant	mandatory	Recruitment	no		Recruitment	leaving date + 1 year or if not successful, 6 months after closing date of application
Ethnic Background	1 - personal	igrasp/ coreHR	Legitimate interest	Recruitment/Equality monitoring, HESA/PPR/ Athena SWAN	Applicant/ Member of staff	mandatory	Recruitment/ HR/ PPR	yes	HESA	Recruitment/ HR	leaving date + 1 year or if not successful, 6 months after closing date of application
Gender identity (reassignment)	1 - personal	igrasp/ coreHR	Legitimate interest	Equality monitoring/ HESA/ Athena SWAN	Member of staff	mandatory	ED/ Systems	yes	HESA	HR/ HESA	leaving date + 1 year or if not successful, 6 months after closing date of application
Religion & Background Beliefs	1 - personal	igrasp/ coreHR	Legitimate interest	Recruitment/ Equality monitoring/ HESA	Applicant/ Member of staff	optional	ED/ Systems/ Recruitment	yes	HESA	Recruitment/ HR/ HESA	leaving date + 1 year
Sexual orientation	1 - personal	CoreHR	Legitimate interest	Equality monitoring/ HESA/ Athena SWAN	Member of staff	optional	ED/ Systems	yes	HESA	HR/ HESA	leaving date + 1 year
Dependents	1 - personal	CoreHR	Legitimate interest	Equality monitoring/ HESA/ Athena SWAN	Member of staff	optional	ED/ Systems	no		HR	leaving date + 1 year
Location after leaving	1 - personal	CoreHR	Compliance with legal obligation	HESA/ Athena SWAN	Manager request/ local HR	mandatory	HRAs/ Systems	yes	HESA	HR/ HESA	leaving date + 1 year or if not successful, 6 months after closing date of application

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Nursery - class & waiting lists, application forms, correspondence, subsidies documents, tender info, agenda/minutes of meetings, invoices/consumable bills	1 - personal	Electronic	Contract with individual	Reviewing data to enable service provision	EOD	reporting	EOD	no		HR/EOD	Lists/apps/corr - T + 1 month; subsidies - Cfy; tender - Cfy + 6; remainder - C + 2 years
Staff images	1 - personal	ID System then transferred to CoreHR	Legitimate interest	A complete record of the member of staff	ID System	transferred from ID system if available	Systems	no		HR	Leaving date + 1 year
Right to work in EU	2 - work info	igrasp	Compliance with legal obligation	Recruitment	Applicant (G1-5)	mandatory	Recruitment	no		Recruitment	leaving date + 6 years or if not successful, 6 months after closing date of application
Country	2 - work info	igrasp	Compliance with legal obligation	Recruitment	Applicant	mandatory	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Correspondence Address	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	mandatory	Recruitment	yes	Appointing Committee/ HMRC	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Current Employer	2 - work info	igrasp	Legitimate interest	Recruitment/ Contact purposes	Applicant	optional	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application

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Current Salary (with current employer)	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	optional	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Education End Date	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	optional	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Education Name of School/College/University	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	mandatory	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Education Start date	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	mandatory	Recruitment	no	Appointing Committee	Recruitment/ App Committee	12 months after closing date of application
Guaranteed interview scheme?	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	mandatory	Recruitment	yes	Appointing Committee	Recruitment/ App Committee	12 months after closing date of application
Professional body/Languages	2 - work info	CoreHR	Legitimate interest	Profesional body/Language record	Member of staff	optional	HRAs/ Systems	no			leaving date + 1 year
Referee Organisation, name, job title, work phone, email, address	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant (G6+)	mandatory	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Work Experience Company, description, start date, end date, job title	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant (G1-5)	mandatory	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application

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Criminal Convictions	2 - work info	igrasp/ coreHR	Contract with individual	Recruitment	Applicant	mandatory	Recruitment	no		Recruitment/ HR	leaving date + 6 years
Current job title	2 - work info	igrasp/ coreHR	Contract with individual	Recruitment/HR/Athena Swan	Applicant	optional	Recruitment/ Systems/ HR/ Pay/ Pensions	yes	Appointing Committee/ UCEA Senior Salary Survey/ Hay Group: Russell Group Senior Salary Survey, Pension providers	Recruitment/ App Committee/ PPR/ Xpert HR/ Hay Group & anonymised version to other submitting institutions/ Payroll/ Pensions	basic record maintained indefinitely
Email address	2 - work info	igrasp/ coreHR	Contract with individual	Communication/ identification/ Next Jump Benefits Platform - eligibility upload	Recruitment/ HR/ PPR/ Pensions/ Payroll	mandatory	IT Services	yes	Sodexo/Next Jump/ Pension Providers	Sodexo/ Next Jump	email address live for 30 days after leaving date but can be resurrected by IT
Internal user - email address	2 - work info	igrasp	Contract with individual	igrasp staff access	igrasp/ auto generated	mandatory	Recruitment / IT	no		Recruitment	12 months after closing date of application
FTE	2 - work info	igrasp/ coreHR	Contract with individual	Contractual/ HESA / Athena SWAN	Systems	mandatory	Recruitment/ Systems/ Payroll/ Pensions/ salary Surveys	yes	HESA/ xpertHR/ Pension Providers	HR/ HESA	basic record maintained indefinitely
Qualifications Date, Result, Subject, type	2 - work info	igrasp/ coreHR	Legitimate interest	Recruitment/HR	Applicant/ Recruitment/ local administrators	mandatory	Recruitment/ HR	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Work Phone	2 - work info	igrasp/ coreHR	Legitimate interest	Recruitment/ Contact purposes	Applicant/ Member of staff	optional	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years

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name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Interviews Scheduled (historical and future)	2 - work info	igrasp	Legitimate interest	Recruitment	Recruitment	mandatory	Recruitment	no	Appointing Committee	Recruitment	only kept if applicant is active within 6 months
Job referral by current employee?	2 - work info	igrasp	Contract with individual	Recruitment	Applicant	optional	Recruitment	no	Appointing Committee	Recruitment/ App Committee	leaving date + 6 years or if not successful, 6 months after closing date of application
Previous submitted/part complete applications	2 - work info	igrasp	Legitimate interest	Recruitment	Applicant	mandatory	Recruitment	no		Recruitment	only kept if applicant is active within 6 months
Working Permissions copies of passport, and visas which include - passport number, name, dob, immigration status, nationality	2 - work info	Scanned to Core, and details entered on Core	Compliance with legal obligation	Eligibility to Work in UK	HR/ Recruitment	mandatory	Recruitment/ HR	yes	HR Information can be used when contacting Employer Checking Service, however require verbal consent from employee to do so.	HR/ local Admin	leaving date + 6 years
Staff num	2 - work info	CoreHR	Contract with individual	To identify member of staff and track record	auto generated in HR system	mandatory	Systems	yes	HESA, Xpert HR: UCEA Senior Salary Survey/ Hay Group: Russell Group Senior Salary Survey/Sodexo/ Pension providers/ Arrestment of earnings factors/ union subscriptions	Recruitment/ HR/ PPR/ Xpert HR/ Hay Group & anonymised version to other submitting institutions	basic record maintained indefinitely
Appointment ID	2 - work info	CoreHR	Contract with individual	Identification of role	selected by role being appointed	mandatory	Systems	yes	HESA	HR/ Local Admin	basic record maintained indefinitely
Appointment name	2 - work info	CoreHR	Contract with individual	Identification of role	selected by role being appointed	mandatory	Systems	no		HR/ Local Admin	basic record maintained indefinitely

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Appointment start date	2 - work info	CoreHR	Contract with individual	HESA, salary surveys and Athena Swan	Systems, PPR, ED	mandatory	Systems	yes	HESA/XpertHR	HR/ Payroll	basic record maintained indefinitely
Appointment end date	2 - work info	CoreHR	Contract with individual	HESA, salary surveys and Athena Swan	Systems, PPR, ED	mandatory	Systems	yes	HESA/XpertHR	HR/ Payroll	basic record maintained indefinitely
Actual Grade Description	2 - work info	CoreHR	Contract with individual	Contractual/ Gender pay/ Professoriate tracker/ reporting/ Athena SWAN	Recruitment/ Local Admin/ Systems/ PPR	mandatory	HR	no		Director of HR/ Head of College/ Local HR	basic record maintained indefinitely
College/US	2 - work info	CoreHR	Contract with individual	Professoriate tracker/ Athena SWAN	Recruitment/ HR/ ED/ PPR	mandatory	HR	yes	Director of HR/ Head of College/ Local HR/ displays on contacts A - Z	HR	basic record maintained indefinitely
School/Institute/Service	2 - work info	Core HR	Contract with individual	Professoriate tracker/ Athena SWAN	PPR	mandatory	PPR	yes	Director of HR/ Head of College/ Local HR/ displays on contacts A - Z	HR	basic record maintained indefinitely
Additional Allowances: Market /Retention /Recruitment Supplement, Bonus, Pay in Lieu of Pension	2 - work info	Core HR	Contract with individual	To pay staff/Benchmark salary information	Recruitment/ PPR	mandatory	Recruitment/ PPR	yes	Xpert HR	HR	leaving date + 6 years
Assimilated, notified and profile Prof Zone	2 - work info	Core HR	Contract with individual	Professoriate tracker	PPR	reporting	PPR	no		Director of HR/ Head of College/ Local HR	leaving date + 6 years
Merit Awards (e.g. Wolfson)	2 - work info	Core HR	Contract with individual	Professoriate tracker	PPR	audit	PPR	no		Director of HR/ Head of College/ Local HR	leaving date + 6 years
Contract end date	2 - work info	CoreHR	Contract with individual	To calculate length of service and return to HESA	Added by HR staff	mandatory	Systems	yes	HESA	HR/ HESA	basic record maintained indefinitely

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name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
current salary (GU)	2 - work info	CoreHR	Contract with individual	Contractual / HESA/ pay negotiations/ reporting/ Pay and Pensions. To enable life assurance provider to calculate premium and pension	Recruitment/ Local Admin/ PPR/ Payroll/ Pensions	mandatory	Recruitment/ Local Admin/ Systems/PPR/Pay/ Pensions	yes	Pension providers	Recruitment/ HR/ Payroll/ Pensions	basic record maintained indefinitely
NHS contract	2 - work info	CoreHR	Contract with individual	Contractual/ HESA / Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Systems	yes	HESA/MRC	HR/ MRC/ HESA	leaving date + 6 years
Work address	2 - work info	CoreHR	Contract with individual	Health and Safety	Recruitment	mandatory	Recruitment	no		HR/ Line Manager	basic record maintained indefinitely
Start date (continous service)	2 - work info	CoreHR	Contract with individual	To calculate length of service and return to HESA, Athena Swan	Auto calcaued by system	mandatory	Systems/ PPR/ ED	yes	HESA	HR/ HESA/ XpertHR	basic record maintained indefinitely
NHS contract grade	2 - work info	CoreHR	Contract with individual	Contractual/ HESA / Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Systems	yes	HESA/MRC	HR/ MRC/ HESA	leaving date + 6 years
GUID	2 - work info	CoreHR	Contract with individual	identificaion/access	Automatically generated	mandatory	IT Services	yes	Sodexo	Recruitment/ HR/ Payroll/ Pensions/ Line Manager	GUID live for 60 days after leaving date but can be resurrected by IT
Annual allowance information	4 - pensions	EDRMS	Contract with individual	To ensure HMRC limits not exceeded	Pension providers	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
PDR Assessment (From 2010)	2 - work info	Core HR	Legitimate interest	Professoriate tracker	PPR	reporting	PPR	no		Director of HR/ Head of College/ Local HR	current staff - current year + 5 years, leaving date + 1
PDR payment (if applicable)	2 - work info	Core HR	Contract with individual	PDR rating upload from Core HR to Core back office	PPR	mandatory	PPR	no		IT Services	leaving date + 6 years
PDR Rating	2 - work info	Core HR	Contract with individual	PDR rating upload from Core HR to Core back office	PPR	mandatory	PPR	no		HR/ IT Services for uploading	current staff - current year + 5 years, leaving date + 1

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PDR overview	2 - work info	Core HR	Contract with individual	to assess level of contribution over the year	member of staff	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
PDR Objectives	2 - work info	Core HR	Contract with individual	to assess level of contribution over the year	member of staff	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
PDR - Academic publications from enlighten	2 - work info	CoreHR	Contract with individual	to assess level of contribution over the year	member of staff	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
PDR - Academic income from agresso	2 - work info	CoreHR	Contract with individual	to assess level of contribution over the year	member of staff	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
PDR - Academic pg student nums from mycampus	2 - work info	CoreHR	Contract with individual	to assess level of contribution over the year	member of staff	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
PDR - Reviewers comments	2 - work info	CoreHR	Contract with individual	to assess level of contribution over the year	Reviewer	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
PDR - Sign off Reviewer/Reviewee	2 - work info	CoreHR	Contract with individual	to assess level of contribution over the year	Reviewer/Reviewee	mandatory	PPR	no		Line Manager/Head of School/HR	current staff - current year + 5 years, leaving date + 1
Status (of zone profile)	2 - work info	Core HR	Contract with individual	Professoriate tracker	PPR	mandatory	PPR	no		Director of HR/ Head of College/ Local HR	leaving date + 6 years
Recognition and Reward forms	2 - work info	CoreHR	Contract with individual	to secure R & R	Member of staff or Line Manager	mandatory	PPR	no	R & R Committee	PPR	leaving date + 6 years
Regrading forms	2 - work info	CoreHR	Contract with individual	to secure regrading	Member of staff	mandatory	PPR	no	Regrading Committee	PPR	leaving date + 6 years
Academic promotion forms and related information	2 - work info	CoreHR following decision	Contract with individual	to secure promotion	Member of staff	mandatory	PPR	no	Promotions Committee	PPR	leaving date + 6 years

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External references: Names and addresses	2 - work info	Form based and uploaded onto excel spreadsheet	Legitimate interest	Academic Promotion /Zone Movement	Employee	mandatory	PPR	yes	Referee	PPR/ applicant/ review panel	leaving date + 6 years
ECDP information	2 - work info	CoreHR	Contract with individual	To monitor the ECDP process to ensure procedure being followed	PPR	mandatory	PPR	no	ECDP Committee	PPR	leaving date + 6 years
Absence information (e.g. reason/dates, etc)	2 - work info	Core HR	Contract with individual	absence management	HRA/ Line Managers	mandatory	HRAs/ Line Managers	no		HR/ Line Manager	leaving date + 6 years
Annual leave, Business absence, conference attendance, emergency time off, external examining, field work, flexi leave, funeral/ bereavement leave, jury duty, leave for public duties, study leave, time off in lieu, union duties, volunteer reservist, volunteering leave, working from home	2 - work info	Core HR	Contract with individual	leave management	Member of staff/Line Manager/Administrator	mandatory	Line Managers	no		Line Manager/ Local Administrator/ HR	For current staff, current year + 1 year, for leavers, leaving date + 1 year
Working /Visiting overseas	2 - work info	Core HR	Contract with individual	leave management	HRA/ Line Managers	mandatory	HRAs/ Line Managers	yes	UKVI ILR letters for their applications to extend (mainly outwith UK info)	Line Manager/ Local Administrator/ HR	leaving date + 6 years

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Maternity/ adoption/ paternity details	2 - work info	Core HR / payroll	Contract with individual	maternity/paternity leave updates and pay processing/ Athena SWAN	HRA/ Line Managers/ Payroll	mandatory	HRAs/ Line Managers/ Payroll	yes	Pension providers	HR/ Local Admin/ Managers/ Pay/ Pensions	leaving date + 6 years
MATB1 containing confirmation of pregnancy, due date, name and address	2 - work info	Form based, saved to Core in HR, Payroll?	Contract with individual	Payment of SMP	Member of staff	mandatory	HR/ Payroll	no		HR/ Payroll/ Administrators with backoffice access to Core	leaving date + 6 years
Declaration for shared parental leave form - name, partners name, partners employer, partners NI number, pregnancy/adoption details i.e due date	2 - work info	Form based, saved to Core in HR, Payroll?	Contract with individual	Shared Parental Pay	Employee	mandatory	HR/ Payroll	no		HR/ Payroll/ Administrators with backoffice access to Core	leaving date + 6 years
Parental leave	2 - work info	CoreHR	Contract with individual	HESA/ Athena SWAN	member of staff	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Sickness absence recording	2 - work info	CoreHR, HR J:, and local dept drive	Contract with individual	Case management - capability	gathered from multiple sources, employee, line manager, OH, GP/consultants - verbally and then noted and written formats	mandatory	Devolved HR teams/Line Managers/Occupational Health	no	Only to GP by OH with employee explicit permission	HR/ Line Manager/ OH	leaving date + 6 years
Fit Notes detail, return to work etc	2 - work info	local department	Contract with individual	Statutory sickpay purposes	GP and employee	mandatory	Line manager	no	Returned to Employee or confidential waster	Line Manager/ HR/ OH	only information from form kept (coreHR)

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Occupational Health Reports/Info	2 - work info	Core HR (Documents)	Contract with individual	absence management	HRA/ Line Managers	mandatory	HRAs/ Line Managers	no		Line Manager/ HR/ OH	leaving date + 6 years
Jury Duty Forms - Name and Address, NI Number pre-populated	2 - work info	Not held in HR, Do Payroll?	Contract with individual	Claim of Loss of Earnings	HR/ Payroll	mandatory	Payroll	no	Returned to Employee	HR/ Payroll/ Administrators with backoffice access to Core	only information from form kept (coreHR)
Birth, marriage and death certificates	2 - work info	CoreHR/EDR MS	Contract with individual	To update HR data/to verify benefit entitlement	Recruitment/ HR/ Member of staff	mandatory	Recruitment/ HR / Pensions	yes	Death Certificate sent to Pension administrator	HR/ Payroll/ Pensions	leaving date + 6 years
Retirement option choices	2 - work info	EDRMS	Contract with individual	To pay pension	Member of staff	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
Date of retirement	2 - work info	CoreHR	Contract with individual	need to know when a member of staff is leaving	Auto calcauled by system	mandatory	HR/ Pay/ Pensions	yes	Pension providers	HR/ Payroll/ Pensions	leaving date + 6 years
ILM assignments	2 - work info	Electronic	Contract with individual	Required by ILM	Member of staff	audit	EOD	yes	ILM	EOD	6 months
MA qualifications, registrations and attainment	2 - work info	Electronic	Contract with individual	Statutory	Member of staff	audit	EOD	yes	CFA/COGENT/SEMATA/e-SKILLS	EOD	last claim date plus 3 years
Training requests	2 - work info	CoreHR	Contract with individual	To allow a member of staff to attend a course	Member of staff	mandatory for approval	EOD	no		EOD/Systems	current staff - current year + 1 year, leaving date + 1
Training records	2 - work info	CoreHR	Legitimate interest	depending on training, mandatory or for the member of staff's records	Member of staff/EOD will upate status	mandatory for training	EOD	no		EOD/Systems	leaving date + 1

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Disclosure Scotland - Current and Past address, name, DOB, Mother's maiden name, previous alias, passport info, driving licence info, forms of ID i.e. Utility Bills, Bank Statements, Passport, Driving Licence, criminal status	2 - work info	Form based - should not be copied or held in Uni	Compliance with legal obligation	Protection of Vulnerable Groups	Employee/ HR	mandatory	Local HR/ Registered Person/ Counter signatories	yes	Disclosure Scotland	Counter signatories/ Local Administrators	application number needs to be recorded until certificate received. Only cert num, date of certificate, PVG ID number, convictions are logged into coreHR
Academic employment function	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA/ Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Local Admin/ Systems	yes	HESA/REF	HR/ REF staff/ HESA	basic record maintained indefinitely
Academic teaching Qual	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	LEADs (by spreadsheet)	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Activity standard occupational classification	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA and Uniforum	Systems	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Basic salary at reference date	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA/ Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Local Admin/ Systems	yes	HESA	HR/ REF staff/ HESA	leaving date + 6 years
Clinical excellence award	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	Corepay	mandatory	Payroll/ HR Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Clinical status	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA/ Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Clinical sub speciality	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA/ Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Contract level	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	Systems	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Current academic discipline	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	My Campus	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Healthcare professional speciality	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA	Staff request/ Recruitment/ Systems/ HR	mandatory	Recruitment/ Systems	yes	HESA/MRC	HR/ MRC/ HESA	leaving date + 6 years
HESA cost centre	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA/ Athena SWAN	Staff request/ Recruitment/ Systems/ HR	mandatory	HRAs/ Recruitment/ Systems	yes	HESA, XpertHR	HR/ HESA/ XpertHR	leaving date + 6 years
Mode of employment	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA/ Athena SWAN	Systems	mandatory	Systems	yes	HESA	HR/ HESA	basic record maintained indefinitely
ORCID	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	interface with Enlighten (publication system)	optional	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Previous employment	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	Recruitment	mandatory	Recruitment	yes	HESA	HR/ HESA	leaving date + 6 years
Previous HEI	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	Recruitment	mandatory	Recruitment	yes	HESA	HR/ HESA	leaving date + 6 years
Proportion of basic salary against general income	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA	Systems	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Reason for end of contract	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA/ Athena SWAN	HRAs	mandatory	HRAs/ Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Reason for leaving (continous sevice)	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA/ Athena SWAN/ XpertHR	HRAs	mandatory	HRAs/ Systems	yes	HESA/XpertHR/Pay/Pensions	HR/ Payroll/ Pensions	leaving date + 6 years
Regulatory body	2 - work info	CoreHR	Compliance with legal obligation	Required by HESA	Recruitment	mandatory	Recruitment	yes	HESA	HR/ HESA	leaving date + 6 years
Research Assistant flag	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA	RSIO/ Systems	mandatory	RSIO/ Systems	yes	HESA/REF	HR/ REF staff/ HESA	leaving date + 6 years
Salary point	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA	Staff request/ Recruitment/ Systems/ HR	mandatory	HRAs/ Systems	yes	HESA	HR/ HESA	basic record maintained indefinitely
Source of basic salary	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA	Systems	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Terms of employment	2 - work info	CoreHR	Compliance with legal obligation	Contractual/ HESA	Systems	mandatory	Systems	yes	HESA	HR/ HESA	leaving date + 6 years
Discipline and Grievance - documentation	2 - work info	CoreHR, HR J:, and local dept drive	Contract with individual	Case management - discipline and grievance	information gathered from multiple sources relating to multiple people	mandatory	Devolved HR teams/Line Managers	no		HR/ staff involved in investigation	warnings time limited, information is held for employment + 6 in the event of future related cases or tribunal claims
Volunteering scheme - name, service, job family, grade, FT/PT	2 - work info	Database	Contract with individual	Monitoring	Member of staff	mandatory	EOD	no		EOD	leaving date + 6 years
Flexible Working Form - Personal information due to reasons for request	2 - work info	Form based, scan to Core	Contract with individual	Flexible Working Request/ Athena SWAN	Employee	mandatory	Line Manager/ HR	no		Local department/HR/Administrators with backoffice access to Core	leaving date + 6 years
Documentation for procurement	2 - work info	Electronic (EOD communal drive)	Contract with individual	Identification of contracts	Potential Suppliers	audit	EOD	no		EOD	leaving date + 6 years
Conflict of interest declaration	2 - work info	CoreHR	Contract with individual	To ensure no conflict of interest - used for Estates & procurement currently	Member of staff	mandatory	Systems	no		Systems	leaving date + 6 years
REF Related information (UOA etc)	2 - work info	CoreHR	Legitimate interest	Identification and eligibility for REF	Research Office	mandatory	Research Office	yes	HESA/REF panels	HR/ Research Office	leaving date + 6 years
Manager requests	2 - work info	CoreHR	Contract with individual	Changes/Amendments of contract	Line Manager/Administrators	mandatory for changes	Line Managers	no		Systems team/Line Managers	Current year + 2 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
User defined fields	2 - work info	CoreHR	Contract with individual	collecting various bits of information	Member of staff/ Recruitment/ HRAs/ Line Managers	mandatory for some	HR	no		Member of Staff	leaving date + 6 years
Files within CoreHR with documentation about contracts, etc	2 - work info	CoreHR	Contract with individual	Copies of letters, contracts etc	Recruitment/ HRAs	mandatory	HR	no		HR	leaving date + 6 years
National Insurance number	3 - payroll	CoreHR	Contract with individual	To pay salary, HMRC re tax relief etc	Member of staff/ HR/ Payroll	mandatory	Payroll Control	yes	HMRC/ Pension Providers/ Arrestment factors/ Union membership/ GAYE	Recruitment/ HR/ Payroll/ Pensions	basic record maintained indefinitely
Bank account details	3 - payroll	CorePay/Portal	Contract with individual	To pay staff, expenses and pensions	Member of staff/ Payroll/ Pensions	mandatory	Payroll/ Pensions	yes	Bacs	Recruitment/ HR/ Payroll/ Pensions	leaving date + 6 years
Payslips	3 - payroll	CorePay	Contract with individual	communicate monthly pay	Payroll	mandatory	Payroll	no		Payroll/ Member of staff	leaving date + 6 years
Printed payslip files	3 - payroll	Payroll drive	Contract with individual	To send details of payment to individual staff members with no access to Portal	Pay Control Section	mandatory	Pay Control Section	yes	Paragon print company	Payroll/ Paragon print company for printed	payroll to decide
Tax code	3 - payroll	CorePay	Contract with individual	To pay pension	Pensions	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Temporary Payments made to individuals	3 - payroll	EDRMS	Contract with individual	Any temporary payments due to individuals are scanned to their personal records	Payroll	mandatory	Payroll	no		Payroll	leaving date + 6 years
Printed P60s (printed and electronic)	3 - payroll	CorePay	Compliance with legal obligation	Provide tax year end information for individuals	Pay Control Section run the P60 files	Mandatory	Pay Control Section	yes	Paragon print company	Payroll/ Paragon print company for printed	leaving date + 6 years
P45 tax code	3 - payroll	CorePay	Compliance with legal obligation	Individual's personal tax code	Payroll	mandatory	Payroll	yes	HMRC	HMRC/ Payroll	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
P45 tax paid	3 - payroll	CorePay	Compliance with legal obligation	Individual's personal tax paid	Payroll	mandatory	Payroll	yes	HMRC	HMRC/ Payroll	leaving date + 6 years
P45 taxable pay	3 - payroll	CorePay	Compliance with legal obligation	Individual's personal taxable pay	Payroll	mandatory	Payroll	yes	HMRC	HMRC/ Payroll	leaving date + 6 years
Statutory payments	3 - payroll	CorePay	Compliance with legal obligation	Maternity , Paternity information	Payroll	mandatory	Payroll	yes	HMRC	Payroll/ Member of staff	leaving date + 6 years
Payroll monthly bacs reports	3 - payroll	Payroll drive	Compliance with legal obligation	for HMRC	Payroll	mandatory	Payroll	no		Payroll	leaving date + 6 years
Foreign bank monthly payment list	3 - payroll	Payroll drive	Compliance with legal obligation	Payment of monthly salaries	Pay Control Section	mandatory	Pay Control Section	yes	HMRC/ Cash section who process the payments	Payroll	payroll to decide
Expense claims	3 - payroll	CoreHR	Compliance with legal obligation	To pay Expenses	Member of staff with approval by Line Manager	mandatory	Pay Control Section	yes	BACS	Payroll	leaving date + 1 year
Expenses banking information	3 - payroll	CoreExpense	Compliance with legal obligation	To pay Expenses	Member of staff	mandatory	Pay Control Section	yes	BACS	Payroll/ HMRC	leaving date + 6 years
Expenses bacs reports	3 - payroll	Payroll drive	Compliance with legal obligation	Record of payments to individuals showing bank account details	File generated after Expenses run by Pay Control Section	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years
Childcare vouchers information upload	3 - payroll	Payroll drive	Contract with individual	Information downloaded shows an email address	Pay Control Section	mandatory	Pay Control Section	yes	Sodexo	Sodexo/ Payroll	leaving date + 6 years
Foreign bank details template	3 - payroll	EDRMS	Contract with individual	To pay monthly salaries	Individual completes a form	mandatory	Payroll	no		Payroll/ HR	leaving date + 6 years
Weekly bacs information	3 - payroll	Payroll drive	Contract with individual	Audit purposes	Pay/ Pensions/ Control	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Car details	3 - payroll	CoreExpense	Contract with individual	Require car details for employees to be held before mileage can be claimed	Member of staff	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years
Unpaid absence dates	3 - payroll	CorePay	Contract with individual	To calculate pension entitlement	HR	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
History of deductions	3 - payroll	Payroll drive	Compliance with legal obligation	Payroll	Payroll	mandatory	Payroll	no	Auditors	Payroll/ Auditors/ Pension providers	leaving date + 6 years
History of payments	3 - payroll	CorePay	Compliance with legal obligation	Payroll	Payroll	mandatory	Payroll	yes	Auditors	Auditors/ Payroll/ Pensions	leaving date + 6 years
Monthly FPS files for HMRC	3 - payroll	Payroll drive	Compliance with legal obligation	File containing date of birth , ni number, tax code, gender, home address	Pay Control Section	Mandatory	Pay Control Section	yes	HMRC	Payroll/ HMRC	payroll to decide
Student loan downloads from HMRC	3 - payroll	Payroll drive	Compliance with legal obligation	To set up student loan deductions	Payroll	mandatory	Payroll	no		Payroll	leaving date + 6 years
Tax code downloads from HMRC	3 - payroll	Payroll drive	Compliance with legal obligation	To set up Tax Code changes for individuals	Payroll	mandatory	Payroll	no		Payroll	leaving date + 6 years
Attachment of Earnings	3 - payroll	CorePay	Compliance with legal obligation	Legal Deduction	Pay Control Section	mandatory	Pay Control Section	yes	Factors	Payroll/ Factors	leaving date + 6 years
View employees details screens	3 - payroll	CoreHR	Compliance with legal obligation	Payroll	HR/ Payroll/ Member of staff	mandatory	HR/ Payroll/ Member of staff	no		HR/ Payroll/ Pensions	leaving date + 6 years
Year end cumulatives	3 - payroll	CorePay	Compliance with legal obligation	To allow the P60 to be generated	Populated by the system after the year end cleardown has been completed	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Bureau Companies - details of people, staff num, national insurance number, bank account details	3 - payroll	CorePay	Compliance with legal obligation	to pay staff	Payroll	mandatory	Payroll	no		Payroll	leaving date + 6 years
Year end final tax code	3 - payroll	CorePay	Compliance with legal obligation	To allow the P60 to be generated	Populated by the system after the year end cleardown has been completed	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years
Year end screen address	3 - payroll	CorePay	Compliance with legal obligation	To allow the P60 to be generated	Payroll/ Populated by the system after the year end cleardown has been completed	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years
Year end screen NI number	3 - payroll	CorePay	Compliance with legal obligation	To allow the P60 to be generated	Payroll/ Populated by the system after the year end cleardown has been completed	mandatory	Pay Control Section	no		Payroll	leaving date + 6 years
Microfiched old payslips	3 - payroll	Cabinet	Compliance with legal obligation	Historical records	Payroll	reporting	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Electronic Timesheets	3 - payroll	CoreHR	Contract with individual	to pay hours worked	Member of staff/Line Manager/Administrator	mandatory to pay	Payroll	no		Payroll/ Pensions	current staff - current year + 5 years, leaving date + 1
Date joined pension scheme	4 - pensions	CorePay	Compliance with legal obligation	To calculate pension entitlement	HR	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Monthly pension deductions payment schedules	4 - pensions	CorePay	Compliance with legal obligation	contributions to individuals pension schemes/ some detail national insurance numbers	Pay Control Section	mandatory	Pay Control Section	yes	Pension providers	Payroll/ Pension Providers	leaving date + 6 years
SPPA End of Year Pension Returns	4 - pensions	Spreadsheet held in Payroll drive	Compliance with legal obligation	Required by SPPA	Pay Control Section	mandatory	Pay Control Section	yes	SPPA	Payroll/ SPPA	leaving date + 6 years
Local Govt End of year Pension Returns	4 - pensions	Information we hold in spreadsheet format	Compliance with legal obligation	Required by Strathclyde Pension Fund	Pay Control Section	mandatory	Pay Control Section	yes	SPF	Payroll/ SPF	leaving date + 6 years
St Andrews funded and unfunded pension analysis	4 - pensions	Payroll drive	Compliance with legal obligation	Actuarial purposes	Pay Control Section	mandatory	Pay Control Section	yes	Actuary	Payroll/ Actuary	payroll to decide
Additional voluntary contributions	4 - pensions	CorePay	Compliance with legal obligation	To calculate pension entitlement	Payroll	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
Auto enrolment emails	4 - pensions	CoreHR	Compliance with legal obligation	Legislative requirement	Pensions	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Benefits from other pension schemes	4 - pensions	EDRMS	Contract with individual	To ensure HMRC limits not exceeded	Member of staff	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
Files containing pension correspondence including figures	4 - pensions	Cabinet	Contract with individual	Historical records	Pensions	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Pension record cards showing dates, contributions, transfers etc	4 - Pensions	Cabinet	Contract with individual	Historical records	Pensions	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Part time service fraction	4 - Pensions	CorePay	Contract with individual	To calculate pension entitlement	HR	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
Pension contributions	4 - Pensions	CorePay	Contract with individual	To calculate pension entitlement	Payroll	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Certificate of existence	4 - Pensions	EDRMS	Contract with individual	To verify pensioner still living and address	Member of staff	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Dates of marriage and separation	4 - Pensions	EDRMS	Contract with individual	To request pensions sharing on divorce figures	Member of staff	mandatory	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
Nomination/beneficiary form	4 - Pensions	EDRMS	Contract with individual	To record wishes re payment of death benefits	Member of staff	optional	Pensions	yes	Pension providers	Payroll/ Pensions	leaving date + 6 years
Pension scheme membership certificates	4 - Pensions	EDRMS	Contract with individual	Evidence of membership	Pension providers	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Retirement quotations etc	4 - pensions	EDRMS	Contract with individual	Record of what is issued	Pension providers	mandatory	Pensions	no		Payroll/ Pensions	leaving date + 6 years
Academic Promotion Stats	5 - reporting	Core HR	Legitimate interest	Anonymised stats for analysis purposes e.g. num applications & success rates breakdown by grade, gender/ Athena SWAN	PPR	reporting	PPR	no	SMG/Local HR	SMG/ Local HR	only while required (anonymised)
PDR stats	5 - reporting	Core HR	Legitimate interest	Anonymised Zone Movement stats for analysis purposes - breakdown by rating/grade/College/ US/Gender	PPR	reporting	PPR	no	SMG/Local HR	SMG/ Local HR	only while required (anonymised)
R&R Application Stats	5 - reporting	Core HR	Legitimate interest	Anonymised stats for analysis purposes e.g. applications & success rates breakdown by grade, gender /Athena SWAN	PPR	reporting	PPR	no	SMG/Local HR	SMG/ Local HR	only while required (anonymised)

HR/Payroll data held

name	type of info	Where?	Legal basis	Reason	Who completes	Required	Team responsibility	Issued externally	Who to?	Who has access?	How long do we need it
Zone Movement Stats	5 - reporting	Core HR	Legitimate interest	Anonymised stats for analysis purposes e.g. applications & success rates breakdown by grade/gender Athena SWAN	PPR	reporting	PPR	no	SMG/Local HR	SMG/ Local HR	only while required (anonymised)
Control reports	5 - reporting	local departmental drive	Legitimate interest	Reporting on data including historical Athena SWAN	Runs automatically from system	reporting	Systems	no		Systems/ ED	only while required (anonymised)
Headcount by Gender	5 - reporting	Core HR	Legitimate interest	Gender/ Equal Pay Reporting / Athena SWAN	PPR	mandatory	PPR	yes	Published on website	HR	only while required (anonymised)
Salary history (6 years)	5 - reporting	Core HR	Contract with individual	Reporting on all members of SMG	Recruitment/ Local Admin/ PPR	mandatory	Recruitment/ Local Admin/ PPR	no	To all members of the Remuneration Committtee	Rem Comm	only while required (anonymised)
Salary in lieu of Pension	5 - reporting	Core HR	Contract with individual	Reporting on all members of SMG	PPR	mandatory	PPR	yes	To all members of the Remuneration Committtee	Rem Comm	only while required (anonymised)