

APPENDIX 11

DATA COLLECTED FOR ACCESS - STAFF

General

- Title, First Name, Middle Initial, Surname, Preferred Name
- Address
- Postcode
- Date of Birth
- Start date
- First Date of Shift (automated from Rota Planning)
- Last date of shift (Automated from rota planning)
- Role Type
- Working Time Directive
- Locality of Work
- Service of Work

Communication

- Home Number / Mobile
- Personal email address & ELCAP email address

Equality

- Gender
- Sexuality
- Marital Status
- Nationality
- Ethnic Origin
- Religion
- (All options have the opportunity to state "prefer not to say")

Eligibility

- Right to Work Check documents
- Details of documents checked
- Record of any restrictions

Payroll

- NI Number
- Payroll type
- Payroll Number
- Rate Sheet

Holiday

- Entitlement which then auto calculate data inputted for holidays

Travel

- Mode of transport
- Details of credentials for Business Insurance and Licence Type

Bank

- Bank Details
- (Permissions are set that data processors and finance team have access to this information)

Background

Identified background in care experience

Disabilities

- Disclosure of any disabilities and details of any reasonable adjustments

Personal Data

- Emergency Contacts
- Critical Information
- Availability
- Medical Details (if disclosed)
- Equipment issued by ELCAP
- Training & Qualifications
- (These are tracked with renewal dates and also used to match training with individual needs configured within the system)
- Tasks
- Onboarding tasks and ongoing supervision and support tasks

Other information

- SSSC details including registration number, conditions and reregistration date
- PVG details including membership number, issue date and revalidation date
- Media Consent (Profile only, website, social media, recruitment and newsletter options to select)

Photograph

Obtained for RTW authentication check and personnel profile including ID badge

Reports

The reports are created by ELCAP pulling identified data fields from both platforms to create data reporting elements for individuals, staff and other data fields.