

CareCompliance Manager Data Processing Inventory

A Guide for Controllers

The table below gives a list of the types of data that you may choose to process via CareComplianceManager. It is your responsibility, as Data Controller, to assess the requirement and legal basis for processing this data, and to communicate this to data subjects.

Type of Personal Data	Category of Data Subject(s)	Nature of Processing Carried Out	Duration of Processing
First and last name	Service User/Care Worker/Admin User/GP or Medical Practitioner/Next of Kin/Legal Guardian/Responsible Person/Local Authority Contact	Storage, Search, Display, Reporting	Term of Service Agreement + 30 days
Title	Service User/Care Worker/Admin User	Storage, Search, Display, Reporting	Term of Service Agreement + 30 days

Date of Birth	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Contact information (physical address, email address, telephone numbers)	Service User/Care Worker/Admin User/GP or Medical Practitioner/Next of Kin/Legal Guardian/Responsible Person/Local Authority Contact	Storage, Display, Reporting	Term of Service Agreement + 30 days
National Insurance Number	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Homeowner/tenancy status	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Religious beliefs	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days

Marital status	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Sexual orientation	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Preferences for certain care workers	Service User/Care Worker	Storage, Display, Reporting, Profiling	Term of Service Agreement + 30 days
Social Services Number	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
NHS Number	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Medication requirements and medical information	Service User	Storage, Display, Reporting	Term of Service Agreement + 30 days

Personal documents, including copies of driving licenses and DBS checks	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Information required to fulfil the requirements of the National Minimum Dataset, including nationality, place of birth, disability information, employment history, qualifications, salary and working arrangements	Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Location data, as supplied by a mobile device running the CareComplianceManager mobile application	Care Worker	Storage, Display, Reporting, Profiling	Term of Service Agreement + 30 days
Appointment history, as entered into the CareComplianceManager system	Care Worker	Storage, Display, Reporting, Profiling	Term of Service Agreement + 30 days

Anecdotal information, as entered by Data Controller or their staff in 'notes' fields or Diary Entries.	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Training and educational attainment information, including expiry dates and certificates	Care Worker	Storage, Display, Reporting, Profiling	Term of Service Agreement + 30 days
Dates of any authorised or unauthorised absences	Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Reasons for leaving as a member of staff, or reason for cessation of contract for a service user	Service User/Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days
Punctuality data, as reported and recorded by a call monitoring service	Care Worker	Storage, Display, Reporting	Term of Service Agreement + 30 days