

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method
<i>Bank of England</i>	<i>bank account number Bank routing number</i>	<i>Payroll</i>	<i>this data is used to directly deposit TMs pay into their personal bank accounts</i>	<i>Bob Smythe</i>	<i>Harry Jones</i>	<i>email</i>
BUPA	Signed BUPA form	People team & Payroll	<ul style="list-style-type: none"> <li>- upload directly into Workday</li> <li>- sometimes Payroll is sent BUPA form</li> <li>- scan and directly upload or email</li> <li>- hard copy saved on file</li> <li>- Payroll send to BUPA via email</li> </ul> Note: '- inconsistency in BUPA forms '- Workday should be master source for all BUPA forms	Karen Allan	Cathy Barr	<a href="mailto:cathy.barr@bupa.com">cathy.barr@bupa.com</a>
CultureAmp	Optional Demographics, Anon Engagment question responses, Data Feed From WD.	People Team	For use on engagement studys, pluse surveys – all surveys anonymous but a feed from workday is necessary to establish who to send pluse activity to	Kristyn Brennan	Chris Woodcock	<a href="mailto:chrisw@cultureamp.com">chrisw@cultureamp.com</a>
Fragomen	Visa documentation	People team		Rav Batth/Esther Edwards/Dot Van Hoorn	Alexander Finch George Koureas	Alexander.Finch@fragomen.com Gkoureas@fragomen.com
Global Tax Networks (GTN)	Visa documentation	People team		Rav Batth/Esther Edwards/Dot Van Hoorn	Joanne Kerr	Tel: +44(0)207 100 2126
Health Assured	Health records incl occupational health (e.g. injury at work)	People team		Esther Edwards/Dot Van Hoorn	Mark Perrin	mark.perrin@healthassured.co.uk
letting agency	reference for employee (name, salary, job title, start date)	People team		Esther Edwards/Dot Van Hoorn	no provider contact	<a href="mailto:esther.edwards@northhighland.com">esther.edwards@northhighland.com</a>
New employer	reference for leavers (name, salary, job title, start date)	People team		Esther Edwards/Dot Van Hoorn	no provider contact	<a href="mailto:esther.edwards@northhighland.com">esther.edwards@northhighland.com</a>
OSV	p45 and new starter checklist	People team & Payroll	<ul style="list-style-type: none"> <li>- Information is collected during induction,</li> <li>- Sent to Payroll</li> <li>- Personnel files created for all joiners - hard and soft on Box drive (limited access)</li> <li>- P45 info entered into Workday</li> </ul>	Karen Allan	Michelle Craig	<a href="mailto:mcraig@onesourcevirtual.com">mcraig@onesourcevirtual.com</a>

**NOTE: This is NOT real data. Is strictly here to provide an example of how to complete this worksheet.**

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Verifile	Background checks for new joiners/specific clients or projects	People Team	Name, DOB, email address provided to verifile by people team. Verifile contact individual to ask for personal details and supporting docs to get the checks underwaay - passport, evidence of address (bills/bank statements/driving license), last 3 years of history (employment/education/activity). Verifile then store the responses/outputs of the checks.	Esther Edwards	Danika Daley	danika.daley@verifile.co.uk
Survey Monkey	Exit Interview Data. Other ad-hoc surveys.	People Team	Rarely used now but used to record notes from exit interview discussions. People team interviewer uses survey monkey to make notes. Also used for ad hoc surveys/info gathering	Esther Edwards	no provider contact	<a href="mailto:esther.edwards@northhighland.com">esther.edwards@northhighland.com</a>
Google Docs	Ad hoc surveys/data storage collection	People Team	Used for NH awards nominations (names and feedback).	Esther Edwards	no provider contact	<a href="mailto:esther.edwards@northhighland.com">esther.edwards@northhighland.com</a>