

Appendix 1: Data Schedule (Job or Volunteer Role Applicants)

Job or Volunteer Role Applicants						
Type of personal data	Sensitive data?	Purpose of processing	Potential transfer to third parties	Lawful basis for processing	Grounds for processing sensitive personal data	Retention period
Contact details	No	Recruitment and selection	Professional advisors	Legal obligation Legitimate interests	N/A	12 months following conclusion of recruitment
Gender	Yes	Recruitment and selection	Professional advisors	Legal obligation Legitimate interests	Recruitment purposes Conduct of legal claims	12 months following conclusion of recruitment
CV/Application form	No	Recruitment and selection	Professional advisors	Legal obligation Legitimate interests	N/A	12 months following conclusion of recruitment
Criminal convictions and offences (disclosed in self-declaration form)	Yes	Recruitment and selection	Professional advisors	Legal obligation Legitimate interests	Recruitment purposes Conduct of legal claims	12 months following conclusion of recruitment