

## Schedule

**Table 1 – Employees and workers**

Category of personal data	Disclosure recipients	Purpose of processing	Legal basis of processing	Assessment of employees'/workers' interests
<b>Contact/bank details (name, address, Tel email/bank account details/ Passport or driver licence number/ immigration status/NI number/photograph/CCTV footage and swipe card records at Method's offices (as required), details of salary and benefits, pensions</b>	Members of the organisation who supervise or are involved in the service provision and payroll functions/ pension providers/ Legal/HR advisors/ potential employers	To ensure correct and legal information under contract of employment and with legislative bodies such as HMRC.	Necessary for the performance of a contract to which the data subject is a party	Impact on data subject rights and freedoms is very low
		To enable payment of salary/wages/NI/tax/ pension contributions/ expenses		
<b>Appraisals, performance reviews, disciplinary and grievance records, information on conduct issues involving you, and details in references about you that we give to others</b>	Members of your organisation who may be involved in investigating and/or determining a grievance/disciplinary Legal/HR advisors/ potential employers	To ensure employees have access to effective recourse if they have any concerns about their employment	Necessary for the performance of a contract to which the data subject is a party	Impact on data subject rights and freedoms is very low
		To take appropriate action in the event of any conduct or performance concerns	Necessary for the legitimate interests of the organisation	Processing is in data subject interests
<b>Absence records (holiday and sickness)</b>	Members of the organisation who supervise and/or may be involved in performance monitoring/payroll/ Legal/HR advisors/ potential employers	To take appropriate action in the event of any conduct or performance concerns	Necessary for the performance of a contract to which the data subject is a party.	Impact on data subject rights and freedoms is very low
		To maintain appropriate levels of conduct and performance	Necessary for the legitimate interests of the organisation	Processing is in data subject interests

Table 2 - Contractors

Category of personal data	Disclosure recipients	Purpose of processing	Legal basis of processing	Assessment of contractors' interest
<b>Contact/bank details (name, address, Tel email/bank account details/ Passport or driver licence number/ immigration status/NI number/photograph/CCTV footage and swipe card records at Method's offices (as required), pay rate, tax data /photograph</b>	Members of the organisation who supervise or are involved in the service provision and payroll functions/ pension providers/ Legal/HR advisors/ Clients or Methods	To ensure correct and legal information under contract of employment and with legislative bodies such as HMRC.	Necessary for the performance of a contract to which the data subject is a party	Impact on data subject rights and freedoms is very low
		To enable payment of salary/wages/NI/tax/ pension contributions/ expenses		
<b>Records of disputes, and any client feedback relating to the quality of services delivered by the contractor under an assignment</b>	Members of Methods and our client's (if required) who may be involved in investigating and/or determining any dispute or a feedback concerning contractor's service Legal/Business Assurance/Professional Services/clients of Methods/ Clients or Methods	To ensure contractors have access to effective recourse if they have any concerns about their assignments	Necessary for the performance of a contract to which the data subject is a party	Impact on data subject rights and freedoms is very low
		To take appropriate action in the event of any conduct or performance concerns on the assignment	Necessary for the legitimate interests of the organisation	Processing is in data subject interests
<b>Absence records (holiday and Sickness (during the assignment)</b>	Members of the organisation who must ensure the continuity of service whilst the contractor is off sick or on time off (ensure that substitution is available and meets the requirements of the assignment) and the payment of correct rates for the services performed/ Legal//Business Assurance/Professional Services/clients of Methods/	To take appropriate action in the event of any conduct or performance concerns	Necessary for the performance of a contract to which the data subject is a party.	Impact on data subject rights and freedoms is very low
		To maintain appropriate levels of conduct and performance	Necessary for the legitimate interests of the organisation	Processing is in data subject interests



**Table 3: Special Categories and Criminal Convictions Records Information for employees, worker and contractors**

Category of special category data	Disclosure recipients	Purpose of processing	Legal basis of processing	Assessment of employees'/workers and contractors' interests
<b>Medical</b> <b>Information such as sensitive personal information regarding your physical and/or mental health, and your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs, trade union membership</b>	For employees and workers: Members of your organisation who may be involved in managing absence, accidents, Payroll providers/Legal/HR	For employees only: To take appropriate action in the event of any concerns about an employee's attendance and/or health, to address any special requirements, respond to accidents at work	Necessary for the legitimate interests of the organisation	Impact on data subject rights and freedoms is very low
	For contractors: Members of Methods who might be involved in managing your assignment: Finance/Legal/Business Assurance/Professional Services/clients of Methods	For employees only: To plan staffing levels and any necessary absence cover	Necessary for the legitimate interests of the organisation	
	To all: to comply with our equal opportunities monitoring obligations and to follow our policies	To protect employees'/workers'/contractors' health and safety	Necessary for compliance with a legal obligation	
		To ensure employees'/workers'/contractors legal rights are met	Necessary for the performance of a contract to which the data subject is a party	
<b>Criminal Records Information</b>	Members of the organisation who may be involved in recruitment or of data subject//Legal/HR Advisors/ / HMRC (for employees)/ Medical and occupational health professionals/Clients or Methods	To ensure legal rights of the parties are met	Necessary for the performance of a contract to which the data subject is a party and legitimate interest of the organisation	Impact on data subject rights and freedoms is low
		To perform the contract with you; to comply with our legal obligations; for reasons of substantial public interest such as preventing or detecting unlawful acts, suspicion of money laundering protecting the public against dishonesty and ensure compliance with the policies of our clients	Necessary for compliance with a legal obligation	
		To take appropriate action in the event of any concerns raised about an employee/worker or a contractor	Necessary for the legitimate interests of the organisation	

National Security Vetting Records	UKSV Client Security teams Authorities Security Team and resourcing internally	Records of vetting and evidence of these are held according to GOVs007 requirements in a vetting register.	Necessary for the legitimate interests of the organisation Necessary for National Security	Impact on data subject rights and freedoms is low
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