

NHS Grampian
Information Governance – Data Protection
Functions and activities of Scottish Health Boards – lawful processing

Revision history

January 2023	Prepared by Information Governance team, using work undertaken 2021-22.	Head of Information Governance and DPO
11 January 2023	Considered and approved for publication.	Information Governance Steering Group

1. Introduction

This is an internal document developed to inform Information Asset Owners and other key stakeholders about which activities undertaken by Health Boards involve personal data and the usual reasons that would be considered lawful. Information Governance Steering Group, which oversees information governance matters in NHS Grampian, has agreed that it be published online to provide additional detail to interested members of the public, over and above the Board's standard privacy notices. Questions about these tables may be sent to the Data Protection Officer – gram.infogovernance@nhs.scot.

The table is based on the NHS Scotland Business Classification Scheme which provides information on the many of the functions and activities undertaken within Scottish Health Boards. In NHS Grampian, we have adapted that to map whether those activities involve the use of personal or special categories of personal data and why that is likely to be lawful. The lawful bases are indicative and others, such as the protection of vital interests (protection of life), will apply in specific circumstances.

2. Function and activity tables

The tables that follow are split by the functions typically undertaken in Scottish Health Boards. These are:

Communication - <i>The exchange or transmission of ideas, attitudes, or beliefs between individuals and groups.</i>	p2
Governance - <i>A framework setting out the long term strategies, objectives and statutory requirements of NHSS, including accountability, efficient delivery of care and the management and delivery of corporate, clinical and staff governance.</i>	p2
Estates and Facilities - <i>The strategic and operational management of buildings and infrastructure to support the delivery of care for patients and the organisation.</i>	p7
Financial Management - <i>The effective management and procurement of funds to provide and support health and social care for NHSS.</i>	p10
Digital - <i>The function of providing and managing digital systems and services.</i>	p13
Workforce - <i>The function to manage a productive workforce within NHSS.</i>	p15
Support Services - <i>The management and facilitation of non-patient facing services that support the delivery of care.</i>	p17
Health and social care delivery - <i>Patient facing services.</i>	p20

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Communication		<i>The exchange or transmission of ideas, attitudes, or beliefs between individuals and groups</i>				
Communication	Services	<i>The delivery of service which involves the exchange of information or knowledge between individuals or groups</i>				
Communication	Services	Conference Administration	Y – registrants' details.	Consent; performance of a contract.	Y – special dietary requirements; reasonable adjustments.	Consent; obligations under employment, social security and social protection law.
Communication	Services	Language Translation	Y – identity (including gender); contact details.	Consent; official authority or task in the public interest.	Y – race/ethnicity; health data etc.	For the provision of health or social care and/or the management of the health and social care system.
Communication	Services	Client Contracts	Y – identity (including gender) details.	Performance of contract.		
Communication	Services	Supplier Contracts	Y – identity (including gender) details.	Performance of contract.		
Communication	Services	Corporate identity (including gender) / branding				
Communication	Consultations	<i>The activity associated with the preparation, issue and consideration of external consultation papers in relation to proposed changes to services or policies within NHSS</i> <i>Note: this does not relate to patient consultations, or the activity of clinical consultants</i>				
Communication	Consultations	Consultation Response	Y – identity (including gender); contact details	Official authority or task in the public interest.		
Communication	Engagement	<i>A process between an entity and those groups or individuals potentially or actually impacted by actions of that entity over a range of activities and approaches.</i>				
Communication	Engagement	Campaign				
Communication	Engagement	Customer Engagement Data	Y – identity (including gender); contact details.	Consent; official authority or task in the public interest.		
Communication	Media	<i>The means of interchanging of transmitting and receiving information. Historically the media were written: books, journals, newspapers, and other publications; in the modern age the media include, in addition, radio, television, computers, and information networks.</i>				
Communication	Media	Media Relation Record	Y – identity (including gender); contact details.	Consent; official authority or task in the public interest.		
Communication	Media	Press Cuttings				
Communication	Media	Website	Y – published professional contact information.	Performance of contract.		
Communication	Media	Press Release				
Communication	Media	Photograph	Y – identity (including gender).	Consent.	Y – Ethnicity; health.	Consent.
Communication	Media	Video and file	Y – identity (including gender).	Consent.	Y – Ethnicity; health.	Consent.
Communication	Media	Publication - major				
Governance		<i>A framework setting out the long term strategies, objectives and statutory requirements of NHSS, including accountability, efficient delivery of care and the management and delivery of corporate, clinical and staff governance.</i>				
Governance	Corporate	<i>The activity of managing the medium to long-term strategies and objectives of NHSS. Includes activities associated with monitoring and reviewing performance, developing business plans and improving business processes. Also refers to activities associated with governance and risk management</i>				
Governance	Corporate	Quality Assurance	Y – identity (including gender); contact details.	Performance of contract; official authority or task in the public interest.		
Governance	Corporate	Audit Records	Y – identity (including gender); contact details.	Performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Governance	Corporate	Risk Register	Y – identity (including gender); contact details.	Performance of contract; official authority or task in the public interest.		
Governance	Corporate	Legal Enquiries	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	CNORIS Files	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Register of Interests	Y – identity (including gender); contact details.	Performance of contract; official authority or task in the public interest.		
Governance	Corporate	Minutes & Papers	Y – identity (including gender); contact details.	Performance of contract; official authority or task in the public interest.		
Governance	Corporate	Contract Files	Y – identity (including gender); contact details.	Performance of contract; official authority or task in the public interest.		
Governance	Corporate	Complaint - Adult	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Complaint - Child / Young Adult	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Employment Files	Y – identity (including gender); contact details.	Legal obligations; performance of a contract; official authority or task in the public interest.	Y – race/ethnicity; health; sexuality; trade union membership.	Legal obligations; Obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Property Files	Y – identity (including gender); contact details.	Performance of a contract; official authority or task in the public interest.		
Governance	Corporate	Litigation - Adult	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Litigation - Child	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Litigation Files	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Chief Executive Records	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Corporate	Board Minutes / Papers	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Corporate	Closed Session Minutes / Papers	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Governance	Corporate	History of Board / Hospital	Y – identity (including gender); contact details.	Official authority or task in the public interest.		
Governance	Corporate	Register of Seals				
Governance	Corporate	Board Arrangements				
Governance	Corporate	Certificate of Insurance	Y – identity (including gender); contact details.	Official authority or task in the public interest.		
Governance	Corporate	Library Files	Y – identity (including gender); contact details.	Official authority or task in the public interest.		
Governance	Corporate	Public Inquiry	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Clinical	<i>A framework through which the United Kingdom's National Health Service organisations are accountable for continually improving the quality of their services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish (Scally and Donaldson, BMJ (4 July 1988): 61.65)</i>				
Governance	Clinical	Clinical Audit	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Clinical	Clinical Adverse Event	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Clinical	Clinical Protocols				
Governance	Clinical	Clinical Adverse Event	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Will include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Strategy & Planning	<i>The activity of planning the medium to long-term direction of NHSS. Includes the development of strategies to meet NHSS goals and objectives, as well as planning for the required resources and funding.</i>				
Governance	Strategy & Planning	Business Continuity Plan	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Strategy & Planning	Activity Monitoring Report				
Governance	Strategy & Planning	Service Development Record				
Governance	Strategy & Planning	Waiting List Monitoring Report				
Governance	Strategy & Planning	Winter Business Plan				
Governance	Strategy & Planning	Non-clinical Quality Assurance				
Governance	Strategy & Planning	Quality Improvement Tool				
Governance	Strategy & Planning	Demographic & Epidemiological Database				
Governance	Strategy & Planning	Policy				
Governance	Strategy & Planning	Strategy				

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Governance	Strategy & Planning	Operating Procedure				
Governance	Strategy & Planning	Business Plan				
Governance	Strategy & Planning	Patient Policy				
Governance	Strategy & Planning	Area Health Plan				
Governance	Strategy & Planning	Nursing Homes				
Governance	Strategy & Planning	Summary Bed Statistics				
Governance	Data	<i>The activity associated with the protection, sharing and delivery of NHSS data.</i>				
Governance	Data	Copyright, Patent, Trademark, Intellectual Property	May require processing of data to generate anonymous outputs.	Official authority or task in the public interest.	May require processing of data to generate anonymous outputs.	For the provision of health or social care and/or the management of the health and social care system.
Governance	Research	<i>The activity associated with the management and governance of research.</i>				
Governance	Research	Findings and Reports	May require processing of data to generate anonymous outputs.	Official authority or task in the public interest.	May require processing of data to generate anonymous outputs.	For the provision of health or social care and/or the management of the health and social care system; for scientific, statistical or historical research purposes, subject to safeguards.
Governance	Information	<i>The activity associated with the management and governance of statutory requirements, standards and best practice that apply to the handling of information across NHSScotland.</i>				
Governance	Information	Freedom of Information / Environment Information Regulations Request	Y – identity (including gender); contact details.	Legal obligations; official authority or task in the public interest.	May require processing of data to generate anonymous outputs.	Legal obligations.
Governance	Information	FOISA Publication Scheme	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Records Management Plan	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	FOI Request / EIR Request - Appeal	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Disposal Certificate	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Retention Schedule	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Record Destruction Register	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Data Subject Access Request (DSAR)	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Governance	Information	Data Breach Investigation	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Information	Data Protection Impact Assessment	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Data Protection Privacy Notice	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Data Sharing Agreement	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Information	Data Processing Agreement	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Note that the agreement is unlikely to include special categories of personal data, but the processing activity governed by the agreement may.	
Governance	Information	Data Subject Access Request - Appeal	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Governance	Quality Assurance & Regulatory Compliance	<i>Activities and programmes intended to assure or improve the quality of care in either a defined medical setting or a programme. The concept includes the assessment or evaluation of the quality of care; identification of problems or shortcomings in the delivery of care; designing activities to overcome these deficiencies; and follow-up monitoring to ensure effectiveness of corrective steps.</i>				
Governance	Quality Assurance & Regulatory Compliance	Action Plans	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Quality Assurance & Regulatory Compliance	Annual Returns	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Quality Assurance & Regulatory Compliance	Notifications	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Governance	Quality Assurance & Regulatory Compliance	Medical Certificate of Cause of Death Enquiry Records	Y – identity (including gender); contact details of professionals. Note that data concerning the deceased likely to be subject to medical confidentiality, but not data protection legislation which concerns living individuals.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Quality Assurance & Regulatory Compliance	Medical Certificate of Cause of Death Review Calls	Y – identity (including gender); contact details of professionals. Note that data concerning the deceased likely to be subject to medical confidentiality, but not data protection legislation which concerns living individuals.	Legal obligations; performance of contract; official authority or task in the public interest.		
Governance	Quality Assurance & Regulatory Compliance	Medical Certificate of Cause of Death Reviews	Y – identity (including gender); contact details of professionals. Note that data concerning the deceased likely to be subject to medical confidentiality, but not data protection legislation which concerns living individuals.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities		<i>The strategic and operational management of buildings and infrastructure to support the delivery of care for patients and the organisation.</i>				
Estates & Facilities	Maintenance & Equipment	<i>The activity associated with managing and maintaining the premises, land, working spaces, and equipment owned or leased by NHSS.</i>				
Estates & Facilities	Maintenance & Equipment	Maintenance	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Maintenance & Equipment	Decontamination - Medical Equipment	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Maintenance & Equipment	Cleaning Schedule	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Maintenance & Equipment	Equipment	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land	<i>The activity associated with the management of NHSS land and property, including the allocation of premises and property strategies.</i>				

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
	Management					
Estates & Facilities	Property & Land Management	Property	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Capital Charges Data				
Estates & Facilities	Property & Land Management	Sustainability				
Estates & Facilities	Property & Land Management	Building Project File	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Accident / Incident Report	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Estates & Facilities	Property & Land Management	Accident / Incident Report - Child	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Estates & Facilities	Property & Land Management	Asbestos	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Estates & Facilities	Property & Land Management	Control Substances	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	National Safety Alert	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Contaminated Land	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Environmental Report	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Green Code	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Estates & Facilities	Property & Land Management	Building Project File	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Construction	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Property	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property & Land Management	Buildings	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	<i>The activity of procuring and ownership of buildings and land for the purpose of carrying out NHSS business. Refers to the disposal or transfer of land or buildings owned by NHSS, as well as the management and/or termination of lease and rental agreements.</i>				
Estates & Facilities	Property Transactions	Contract / Agreement	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Tenders (unsuccessful)	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Land - Purchase & Sale	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Property - Contract / Specifications for Work Tendered	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Building Decommissioning	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Land	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Deeds of Title	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Town & County Planning	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Property / Building Contract	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Property Transactions	Property - Acquisition / Disposal	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Estates & Facilities	Waste Management	<i>The activities involved in collecting, classifying, storing and disposing of NHSS waste.</i>				
Estates & Facilities	Waste Management	Waste Consignment Note - Household / Domestic	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Waste Management	Waste Consignment Note - Clinical / Healthcare	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Waste Management	Waste Consignment Note	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Waste Management	SEPA - Registration	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Estates & Facilities	Waste Management	Duty of Care Inspection Report	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management		<i>The effective management and procurement of funds to provide and support health and social care for NHSS.</i>				
Financial Management	Provisions	<i>The activity associated with the planning and allocation of expected funding and expenditure over a defined period of time.</i>				
Financial Management	Provisions	Accounts - Financial	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Financial Audit	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. May include health data.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Provisions	Financial Plan	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Estimates Recovery Plan	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Funding Data	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Indemnity Form	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Ledger Balance				
Financial Management	Provisions	Register of Gifts & Hospitality	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Financial Management	Provisions	Contract	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Benefactions	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Financial Accounts	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Provisions	Mortgage	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	<i>The activity associated with the management of NHSS Boards finances.</i>				
Financial Management	Transactions	Purchasing Authorisation Limit	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Bank Statement	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Cash Book / Sheet	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Creditor Payment	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Debtor Record	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Demand Note	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Expense Claims	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Income & Expenditure	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Invoice	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Non-exchequer Fund	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Transactions	Receipt	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Fraud	<i>The activity of deterring, detecting and investigating fraud within NHSS.</i>				

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Financial Management	Fraud	Fraud	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; substantial public interest; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Fraud	Fraud Report	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; substantial public interest; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Payroll & Pensions	<i>The activity of managing and administering NHSS employee wages, salaries and pension contributions</i>				
Financial Management	Payroll & Pensions	Statutory Pay	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Payroll & Pensions	PAYE	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Payroll & Pensions	Substitute for Return	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Payroll & Pensions	Salary / Wage	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Payroll & Pensions	Superannuation	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Financial Management	Procurement	<i>The activity of procuring goods and services for NHSS.</i>				
Financial Management	Procurement	Indents				
Financial Management	Procurement	Stock Control Report				
Financial Management	Procurement	Stores				
Financial Management	Procurement	Supplies Tender	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Supplies	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Contract Management	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Financial Management	Procurement	Tender	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Tender	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Purchase Order	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Stores Ledger	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Approved Supplier	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Product Liability	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Contract - GP Practices / Core NHS Services	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Procurement	Medical Equipment Specifications	Y – identity (including gender); contact details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Financial Management	Taxation	<i>The activity of management and payment of taxes.</i>				
Financial Management	Taxation	Taxation	Y – identity (including gender); contact details; financial details.	Legal obligations; performance of contract; official authority or task in the public interest.		
Digital – The function of providing and managing digital systems and services.						
Digital	Development & Innovation	<i>The function that provides resilient Digital systems/services to support the use of information and communications technologies, support health and social care delivery/services, health surveillance, health literature, health education, and knowledge and research.</i>				
Digital	Development & Innovation	Digital Development				
Digital	Security Management					
Digital	Security Management	User Account	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.		
Digital	Security Management	Access Monitoring	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.		
Digital	Security Management	Security Breach	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract (where internal); official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; substantial public interest; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Digital	Security Management	Digital Security Protocols				
Digital	Incidents	<i>The function of preventing and managing cyber incidents</i>				
Digital	Incidents	System audit	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; substantial public interest; for the provision of health or social care and/or the management of the health and social care system.
Digital	Incidents	Incident response	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; substantial public interest; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	<i>The activity of the day to day operational management of NHSS systems.</i>				
Digital	Systems	Routine Testing/Monitoring	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	Management of Data	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	Technical/Application Training	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Digital	Systems	User Request	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. May include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	Fault Investigation	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. May include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	Software Licence	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Digital	Systems	Management of ICT System	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. May include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	Removal / Return	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. May include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Systems	ICT Disposal	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Digital	Networks & Storage					
Digital	Networks & Storage	Networks and storage planning	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Digital	Networks & Storage	Networks and storage development and deployment	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Networks & Storage	Networks and storage administration	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Digital	Data & Intelligence					
Digital	Data & Intelligence	Data analysis	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system; research purposes.
Digital	Data & Intelligence	Data reporting (internal - includes other parts of NHS and Health and Social Care Partnerships)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system; research purposes.
Digital	Data & Intelligence	Data reporting (external)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. May include health data (however normally anonymised).	Legal obligations; for the provision of health or social care and/or the management of the health and social care system; research purposes.
Digital	Telecommunications					
Digital	Telecommunications	Networks and storage planning	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Digital	Telecommunications	Networks and storage development and deployment	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Digital	Telecommunications	Networks and storage administration	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; for the provision of health or social care and/or the management of the health and social care system.
Workforce	<i>The function to manage a productive workforce within NHSS.</i>					
Workforce	Management of Employees	<i>The activity of managing information relating to an staff members work history.</i>				
Workforce	Management of Employees	Disciplinary Disciplinary - Action Taken Duty Roster / Timesheet Staff Record Staff Training Record GP Sicknote / Self Certified Grievance Referral to Professional Body Volunteer Placement	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – Likely to include all types of special category data, dependent upon individual circumstances.	Legal obligations; substantial public interest; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
		Next of Kin/Emergency contact information Letter of Dismissal				
Workforce	Management of Employees	Industrial Relations (where specific to employee)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – Likely to include all types of special category data, dependent upon individual circumstances.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Workforce	Occupational Health	<i>The activity associated with health and wellbeing of NHSS staff members.</i>				
Workforce	Occupational Health	Occupational Health Records concerning individuals	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – dependent on nature of matter. Likely to include health data.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Workforce	Occupational Health	Health Promotion activities	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.		
Workforce	Recruitment	<i>The activity of the recruitment process from start to end.</i>				
Workforce	Recruitment	Disclosure/PVG checks Applications (successful and unsuccessful) Applicant scoring	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – Likely to include all types of special category data, dependent upon individual circumstances.	Legal obligations; obligations under employment, substantial public interest; social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Workforce	Recruitment	Recruitment Advertisement	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.		
Workforce	Equality & Diversity	<i>The activity to adhere, promote and support equality and diversity throughout NHSS.</i>				
Workforce	Equality & Diversity	Equalities Report	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y - for purposes of analysis. Outputs normally anonymised.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Workforce	Equality & Diversity	E&D Investigation	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Workforce	Organisational Learning & Development	<i>The activity of statutory and mandatory training for NHSS employees and developing skills/knowledge through internal external platforms.</i>				
Workforce	Organisational Learning &	Appraisals	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – where matters including special category data have a bearing on performance (such as health).	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
	Development					
Workforce	Industrial/professional body relations (partnership working)	<i>The activity of working in partnership with trades unions and professional representative bodies.</i>				
	Industrial/professional body relations (partnership working)	Correspondence, minutes and papers etc.	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y – by nature will include information concerning trades union membership of officers.	Legal obligations; obligations under employment, social security and social protection law; for the provision of health or social care and/or the management of the health and social care system.
Support Services		<i>The management and facilitation of non-patient facing services that support the delivery of care.</i>				
Support Services	Service Planning					
Support Services	Service Planning	Project Management - live projects	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Support Services	Practitioner Services	<i>Provision of payment and verification services for primary care practitioners across NHSScotland</i>				
Support Services	Practitioner Services	GP1C Change of Name / Address SDRS Patient Examination Prescriptions (paper) Medical Claims for continuing Allowances Medical Partnership Share, Bank Mandates etc EC95 - Applications of Payment Certificate FW8 - Claim for Exemption Certificate Prescriptions (scanned image) Medical Service Claim Form GPR Registration Form Bulk Transfers of Patients GP4 Medical Card	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
		FP12 application GP22 Notification Form Dental Practitioner Investigation Case Notes Medical Record - Embarked Medical Record - Untraced Community Pharmacy Scotland (CPS) Error Schedules Supplementary Payments and Adjustments Pharmacy Payment Schedules Notification & Amendments to Contractor Details PHS Claim Forms / Reports Payment Verification Reports Pharmacy Patient Charge Refunds Medical Financial Information Medical Payment Statements GP72 SIRS Forms Quarterly Counts Dental Claim Forms Dental Payment Statements Practitioner Profiles and Statistical Data Referrals to Health Board / Primary Care Trust Dental & Ophthalmic Electronic Claims and Prior Approvals Dental & Ophthalmic Electronic Claims Supporting Evidence				
Support Services	Health Records	<i>The function of managing the clinical records within a health and /or social care setting. This does not include the actual health/social care record.</i>				

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
	Management					
Support Services	Health Records Management	Destruction Certificates	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Support Services	Commissioning	<i>Activity to support and provide coordination and a commissioned approach to programmes and specialist services</i>				
Support Services	Health Records Management	Records concerning commissioned services (including project documentation)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.		
Support Services	Soft Facilities	<i>The activity associated with the managing and facilitation of soft services such as catering, mail collections and deliveries, receptions, delivery services and domestic services.</i>				
Support Services	Soft facilities	Records concerning clients, users or patients (eg at reception)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system. NOTE patient data only likely to be accessed at clinical receptions in respect of this activity.
Support Services	Chaplaincy	<i>The activity of managing and facilitating support to the existential and spiritual needs of all within healthcare communities including the specific religious and ritual needs of individuals, families and organisations.</i>				
Support Services	Chaplaincy	Chaplaincy records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; performance of contract; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system. NOTE provision of pastoral services will rely on processing of some special category data (religious or other similar philosophical belief) by definition.
Support Services	Clinical Research Development					
Support Services	Clinical Research Development	Research data sets	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.	Y	For the provision of health or social care and/or the management of the health and social care system; research subject to Article 89(1).
Support Services	Clinical Research Development	Research Ethics Committee's documentation for research proposal	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.		
Support Services	Clinical Research Development	European Commission Authorisation	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.		

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Support Services	Clinical Research Development	Research Ethics Committee's minutes and papers	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.		
Support Services	Clinical Research Development	Clinical Trials	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.	Y	For the provision of health or social care and/or the management of the health and social care system; research subject to Article 89(1).
Support Services	Clinical Research Development	Advanced Medical Therapy Research Master File	Y – identity (including gender); contact details; unique identifiers.	Performance of contract; official authority or task in the public interest.	Y	For the provision of health or social care and/or the management of the health and social care system; research subject to Article 89(1).
Support Services	Archives and Libraries	<i>The activity of collecting and managing historic archives and library resources relating to the work of the health board</i>				
Support Services	Archives	Historic collections	Y – identity (including gender); contact details; unique identifiers.	Official authority or task in the public interest.	Y	For the provision of health or social care and/or the management of the health and social care system; research, history and archives subject to Article 89(1). NOTE data protection does not apply to the data of deceased persons, but the duty of medical confidentiality endures after death and historic records containing medical records are likely to be closed to archive users for an appropriate period determined by the Archivist.
Support Services	Archives and libraries	User management records	Y – identity (including gender); contact details; unique identifiers.	Official authority or task in the public interest.		
Health & Social Care Delivery		<i>Patient facing services.</i>				
Health & Social Care Delivery	Blood, Tissues & Cells	<i>Provision of transfusion medicine, including the supply of blood, tissues, products and services.</i>				
Health & Social Care Delivery	Blood, Tissues & Cells	Quality Management System	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Donor Testing Record	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Donor Session Record	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system;

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
						for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Batch Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Bone Kit Preparation	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Discard	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Incineration	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Clinical Waste Autoclave	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Cleaning Record - Facility	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Environmental Monitoring Results	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	GP Letter	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Blood, Tissues & Cells	Graft Recipient Form	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Haematology Films	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Kit ID Label	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Logger Record Form	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Notification of Repeat Reactive Results	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Release of Reagents & Consumables for Use	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Equipment Sterilisation Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Temperature Monitoring Logs	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Blood, Tissues & Cells	Transport Form	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Electronic - Core Systems	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Donor Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Defect Reports	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Donor Guidelines	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	Epidemiology Data	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Blood, Tissues & Cells	External Inspection Reports	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	<i>The function of providing care and treatment to patients throughout all stages of their health/social care journey. This does not include the patient health/social care record.</i>				
		A&E Records Allied Health Professionals Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system;

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
		District Nursing Records Intensive Care Unit Charts Macmillan Patient Records - Community and acute Medical Illustrations Mentally Disordered Persons Records Microfilm/Microfiche Records relating to Patient Care Music Therapy Records Occupational Therapy Records Orthoptic Records Patient Held Records Photographs Physiotherapy Records Podiatry Records Private Patient Records Speech and Language Therapy Records Ultrasound Records X-Ray Films X-Ray Reports				for reasons of public interest in the area of public health.
		Audiology Records Child and Family Guidance Child Protection Register Dietetic and Nutrition Records Learning Difficulties Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
		Referrals not accepted Scanned Records Relating to Patient Care	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
		School Health Records				
		Video records/voice/screen recordings (clinician to patient)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
		Adult Integrated Health & Social Care Record	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	NHS 24 Webchat - Breathing Space	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	NHS 24 Webchat - Others	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	NHS 24 Webchat - those with police involvement	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Abortion Certificates	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	GP Patient Record	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Recorded conversation which may be later needed for clinical negligence purpose	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Adult Health Record	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Record of long-term illness or an illness that may reoccur	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Smoking cessation	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Ophthalmic records - Adult	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Ophthalmic records - Child	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Unscheduled Primary Care Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Operating theatre records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Breast Screening X-Rays	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Screening Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Cervical Screening Slides	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Dental Services Records - Adult	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Health Visitor Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Dental Services Records - Children	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Contraception, sexual health, family planning and GUM	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Joint Replacement Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Mental Health Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Child Health Record	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Midwifery records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Neonatal screening records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Obstetric, maternity, antenatal and postnatal records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Patient Health Record where age cannot be determined	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Clinical Psychology Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Counselling records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Forensic medicine records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Genetic Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Oncology Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Health Records for classified persons under medical surveillance	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Assessment/Diagnosis/Treatment	Creutzfeldt-Jakob Disease Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Prevention	<i>Functions and activities relating to the prevention of infection and disease.</i>				
Health & Social Care Delivery	Prevention	Hospital Acquired Infection Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Prevention	Notifiable disease book	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management					
		NHS Medicals for Adoption Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
		Human Fertilisation Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Birth Registers	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Death Certificate Counterfoil	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Out-patients Lists	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Ward Registers	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Transplantation records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Ambulance Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	NHS 24 schedule care services	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Patient/Clinical Management	Ambulance Records - Patient Transport Services	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	A&E Register	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Admission books (paper)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Discharge books (paper)	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Birth Notification to Child Health	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	X-ray Registers	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Blood Bank Registers	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Patient/Clinical Management	Homicide/Serious Untoward Incident Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Pathology	<i>Functions and activities relating to the study of causes of disease and injury.</i>				

Function	Activity	Examples of records used in this function/activity	Requires personal data?	Principal lawful bases for processing personal data	Requires special categories of personal data?	Principal lawful bases for processing special categories of personal data
Health & Social Care Delivery	Pathology	Body Release Forms	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Pathology	Disposal of Foetal Tissue Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Pathology	Mortuary Records of Deceased	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Pathology	Human Tissue Records	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.
Health & Social Care Delivery	Pathology	Mortuary Register	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health. NOTE data protection does not apply to the data of deceased persons, but the duty of medical confidentiality endures after death.
Health & Social Care Delivery	Pharmacy	<i>Functions and activities relating to pharmacy processes (not including individual patient information such as prescriptions).</i>				
Health & Social Care Delivery	Pharmacy	Pharmacy Records including scripts, pharmacy management systems etc.	Y – identity (including gender); contact details; unique identifiers.	Legal obligation; official authority or task in the public interest.	Y	Legal obligations; obligations under employment, social security and social protection law; substantial public interest; for the provision of health or social care and/or the management of the health and social care system; for reasons of public interest in the area of public health.