

Suggested Personal Data your Organisation May Process (this is not an exhaustive list)

Personal Data (Article 6 Provision Required)	Special Category Data (Article 9 Provision Required)
Appointment Letter	Initial Needs Assessment
Complaint Case File	Medical Discharge Summary
Rectification Request	Care Plan
Citizen Admission Contract	Medical Professional Correspondance
Medical Professional Correspondance	Coroner's Report
Application Form	Notification of Death
Bank Details	Discharge Letter
Confirmation of Employment	Medication Administration Record (MAR) sheet
Offer Letter	Prescription
Payslip	DBS Check
Reference Request	Sick Leave Notice
Completed Reference Request	Return to Work Form
Subject Access Request (Staff)	Subject Access Request (Staff)
Subject Access Request (Service User)	Subject Access Request (Service User)
Training Records	Personnel File
Staff Contract	Clinical Audit Data
Disciplinary Records	FOI Request
Financial Data	Incident Form
Audit Data	Police Statement
Governance Surveys	Deprivation of Liberty Safeguarding Request (DOLs)
Commissioning Data	Health Records
FOI Request	Care Records
Incident Records	Mental Health Records
Local Authority Contract	Obstetric Records
NHS Contract	Cancer Records
Self Funder Contract	Contraceptive Records
Invoice	Family Planning Records
National Insurance Number	Sexual Health Records
Referral Letter	GP Temporary Residence Forms
Subject Access Request	CCTV
Freedom of Information Request	
Confirmation of Rectification of Records	
Subject Access Response	
Freedom of Information Response	
Right to Erasure Request	
Right to Erasure Response	
Destruction Certificates	
Service user property records	
Staff Handover Sheet	
Board Meeting Minutes	
Lasting Power of Attorney Documentation (Previously Enduring Power of Attorney)	

Special Category Data is data about an individual's:

- race
- ethnic origin
- politics
- religion
- trade union membership
- genetics
- biometrics (where used for ID purposes);
- health
- sex life
- sexual orientation

Note 1 : that dependent on your organisation some record types will be different. i.e. some audit data may include special category data.

Note 2 : There is some flexibility on the level of detail for your ROPA and you must decide what level of detail is required. For example can you record just "care plan" in general or do you need records of the different types of information which make up a care plan? This will depend on whether the information is received from one or many locations.