Board Management Services – Pay Gap Analytics and Consultancy

Type of **Personal Data**	Who is the Data Subject?	Reason for BW **processing** the data
Unique personal identifier e.g. Payroll reference	☒ All employees	☒ For identification purposes between Barnett Waddingham and the employer in the case of data queries.
Gender	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Joining date	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting. This information ensures only "relevant" employees are included and hourly pay is accurately calculated.
Leaving date	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting. This information ensures only "relevant" employees are included and hourly pay is accurately calculated.
Employment status on snapshot date – employed or not	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting and assess if "relevant".
Type of employment contract	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting and assess if "relevant".
Period of relevant pay period	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Regular or irregular working hours, average hours worked and 12 week average if required	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Weekly contractual hours	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Hours worked during the relevant pay period if different to weekly contractual hours	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Contractual hourly pay	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Total ordinary pay and constituent elements including basic pay, allowances, paid leave and salary sacrifice deductions	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Usual ordinary pay during the pay period	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting and determine whether employee has been paid their usual ordinary pay in the pay period or have earnt less, for the purposes of assessment of "full pay relevant".
Reason if paid less than usual	☒ All employees	☒To conduct regulatory or voluntary pay gap reporting and determine whether employee is assessed as "full pay relevant".
Bonuses, commission, vouchers and securities paid during the relevant pay period and the time period to which they relate	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Total bonuses, commission, vouchers and securities paid in the 12 month period ending on the snapshot date.	☒ All employees	☒ To conduct regulatory or voluntary pay gap reporting.
Payroll description (if more than one payroll)	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Date of birth preferred or age	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Job Grade / profile or other relevant measure of job level / pay banding	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Location /region / office / postcode location of working site	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Cost Centre / Department / Directorate or equivalent - high and secondary level if applicable	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Role / work group	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Full time / Part time (with or without job share) / Hourly paid	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements.
Gross annual salary	☒ All employees	☒ To conduct deeper analysis of any pay gap, beyond mandatory reporting requirements and support reasonability checks on hourly pay gap calculations.
Ethnicity	☒ All employees	☒ Optional additional data, if segmentation of the gender pay gap by ethnicity is required or if separate ethnicity pay gap reporting required.
Disability	☒ All employees	☒ Optional additional data, if segmentation of the gender pay gap by disability is required or if separate disability pay gap reporting required.
Home postcode	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Manager status	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Breakdown of bonus received during the relevant pay period:	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.

• Cash • Joining bonus • Voucher • Securities or equity based interests • Other forms		
Starting salary	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Reason for leaving	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Number of sick days	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Date of last promotion • % salary increase • % potential bonus increase	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Performance development score	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Income or value measure	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
% pension contribution and bonus sacrifice to pension	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Professional memberships	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Qualifications	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.
Any other optional segmentation factor required by the client	☒ All employees	☒ Optional additional data, if further analysis of pay gap required.

CEO Pay Ratio Reporting

Type of **Personal Data**	Who is the Data Subject?	Reason for BW **processing** the data
Total salary for the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Hours worked	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Start and end date of employment, if during this period	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Total full time equivalent (FTE) salary for the financial year`	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Total bonus received for the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Total FTE bonuses received for the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Total taxable benefits received for the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Employer pension contributions received for the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Employer FTE pension contributions received for the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Remuneration from incentive / share based plans received during the financial year	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Any other remuneration not included in categories above and a description	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Single FTE Total Figure of Remuneration (STFR)	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.
Confirmation of CEO FTE STFR	☒ CEO	☒ To conduct CEO pay ratio calculations and reporting.
Indication if employee was on unpaid leave during the year (Y/N)	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting – to ensure calculations are representative of true earnings.
Written note of any element of remuneration omitted for all and explanation	☒ All employees	☒ To conduct CEO pay ratio calculations and reporting.