

Staff Privacy Notice

Introduction

During the course of **New Otley Road Medical Practice** activities we will collect, store and process personal information about our prospective, current and former staff. For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

We recognise the need to treat staff personal data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met. This privacy notice provides a summary of how we will ensure that we do that, by describing:

- the categories of personal data we may handle
- the purpose(s) for which it is being processed, and
- the person(s) it may be shared with.

This notice also explains what rights you have to control how we use your information. Please read it carefully to understand what we do.

What laws are relevant to the handling of personal information?

The law determines how organisations can use personal information. The key legislation governing the use of information is listed below:

- Data Protection Act 2018
- General Data Protection Regulation (GDPR (EU) 2016/679)
- The Human Rights Act 1998
- Freedom of Information Act 2000
- Computer Misuse Act 1998
- Regulation of Investigatory Powers Act 2000, and
- Access to Health Records Act 1990.

New Otley Road Medical Practice is the 'Data Controller' (the holder, user and processor) of staff information.

What types of personal information do we handle?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- name, home address, telephone, personal email address, date of birth, employee identification number and marital status, and any other information necessary for our business purposes, which is voluntarily disclosed in the course of an employee's application for and employment with us
- national insurance number
- sensitive personal data: for example, data about race, ethnic origin, religious or philosophical beliefs, trade union membership, health, and sexual orientation (collected only where required by law and used and disclosed only to fulfil legal requirements)
- absence information, e.g. annual leave, sickness absence, study leave, maternity leave, paternity leave
- occupational health clearance information
- qualification and training information; and
- statutory and voluntary registration data.
- CCTV data,
- Swipe access cards,

When you are no longer our employee, we may continue to share your information as described in this notice, i.e. so long as this is fair and lawful.

What is the purpose of processing data?

Your personal data is collected by **New Otley Road Medical Practice** for the purposes of employee management. It will be captured and stored on an electronic system and will be used and shared by human resources (HR) you are working in any capacity.

Occupational health clearance information – referred to as the Occupational Health Passport – will be shared by **New Otley Road Medical Practice** with occupational health professionals in the practice, and practice's where you have been offered employment.

We use information about you in order to:

- evaluate applications for employment
- manage all aspects of your employment with us, including but not limited to, payroll, benefits, corporate travel and other reimbursable expenses, development and training, absence

monitoring, performance appraisal, disciplinary and grievance processes, pensions administration, and other general administrative and human resource related processes

- develop workforce and succession plans
- maintain sickness records, and occupational health programme
- administer termination of employment and provide and maintain references
- maintain emergency contact and beneficiary details, which involves us holding information on those nominated by you
- comply with applicable laws (e.g. health and safety), including judicial or administrative orders regarding individual employees (e.g., child support payments); and
- share and match personal information for the national fraud initiative.

Sharing your information

There are a number of reasons why we share information. This can be due to:

- our obligations to comply with current legislation, and
- our duty to comply with any Court Order which may be imposed.

Any disclosures of personal data are always made on case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a "need to know," or where you have consented to the disclosure of your personal data to such persons.

In order to comply with our obligations as an employer we will need to share your information as follows:

Reasons why we share your personal information	Who we share your information with (the list below is not exhaustive)
For the purposes outlined above	Human resources, occupational health and line managers
Professional registration purposes	Regulatory bodies such as the General Medical Council
Contractual terms and conditions of service	Appraisal Training Database
Training and Development	HR administrators
Pay, time and attendance	Payroll
Employee Directory	General public i.e Staff detail on Practice Website

Background on sharing and our responsibilities

Privacy laws do not generally require us to obtain your consent for the collection, use or disclosure of personal information for the purpose of establishing, managing or terminating your employment. In addition, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so.

The GDPR and Data Protection Legislation require personal data to be processed fairly and lawfully. In practice, this means that **New Otley Road Medical Practice** must:

- have a legal basis for collecting and using personal data;
- not use the data in ways that have unjustified adverse effects on the individuals concerned;
- be transparent about how it intends to use the data – and give individuals appropriate privacy notices when collecting their personal data;
- handle people's personal data only in ways they would reasonably expect; and
- make sure it does not do anything unlawful with the data.

New Otley Road Medical Practice legal basis for collecting and using staff personal data and/or special category such as health information, is because it is necessary to do so when staff have an employment contract with the Board or potentially entering into an employment contract.

Information about the rights of individuals under the Data Protection Legislation can be found within the **New Otley Road Medical Practice** Data Protection Policy.

Security of your Information

We take our duty to protect your personal information and confidentiality very seriously and we are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper.

At director level, we have appointed a Senior Information Risk Owner (SIRO) who is accountable for the management of all information assets and any associated risks and incidents, and a Caldicott Guardian who is responsible for the management of patient information and patient confidentiality. We also have a Data Protection Officer who is responsible for the Practice's data protection compliance and who liaises with the SIRO and Caldicott Guardian.

All staff are required to undertake regular information governance training and to be familiar with information governance policies and procedures.

Everyone working for the NHS is subject to the law of confidence. Information provided in confidence will only be used for the purposes advised and consented to by the service user, unless required or permitted by the law.

How do we collect your information?

Your information will be collected in many ways i.e electronic or Paper format. The Business manager is authorised for full access.

We also collect information in a number of other ways, for example correspondence, forms, interview records, references, surveys.

Retaining information

We only keep your information for as long as it is necessary to fulfil the purposes for which the personal information was collected. This includes for the purpose of meeting any legal, accounting or other reporting requirements or obligations. The [New Otley Road Medical Practice](#) retention policy sets out the minimum retention timescales.

We may, instead of destroying or erasing your personal information, make it anonymous so that it cannot be associated with or tracked back to you.

How can you get access your personal data?

You have the right to access the information which [New Otley Road Medical Practice](#) holds about you, and why, subject to any exemptions. Requests can be made in a number of ways, including in writing or verbally. You will need to provide:

- adequate information [for example full name, address, date of birth, staff number, etc.] so that your identity can be verified and your personal data located.
- an indication of what information you are requesting to enable us to locate this in an efficient manner.
- We may ask you to complete an application form to collect the data we need, although you are not obliged to do so.

You should direct your request to the Data Protection Officer.

We aim to comply with requests for access to personal data as quickly as possible. We will ensure that we deal with requests within 30 days of receipt unless there is a reason for delay that is justifiable.

What if the data you hold about me is incorrect?

It is important that the information which we hold about you is up to date. Staff can amend elements of personal information as required by notifying the Practice's Business Manager.

Freedom of Information

The Freedom of information Act 2000 provides any person with the right to obtain information held by **New Otley Road Medical Practice**, subject to a number of exemptions. Personal data is often exempt, however. If you would like to request some information from us, please send your request to the Data Protection Officer.

Any request to access personal data we hold about you will be handled under the Data Protection Legislation and GDPR.

Complaints about how we process your personal information

In the first instance, you should contact the Data Protection Officer. Information about the rights of individuals under the Data Protection Act can be found online at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>

Data Protection Notification

New Otley Road Medical Practice is a 'data controller' under the Data Protection Act. We have notified the Information Commissioner that we process personal data and our registration number is: **Z3208813**

The details are publicly available from the:-

Information Commissioner's Office
Wycliffe House
Water Lane,
Wilmslow SK9 5AF
www.ico.gov.uk

How to contact us

Please contact us if you have any questions about our privacy notice or information we hold about you:

E-mail: **Daljeet Sharry-Khan**

BCA Data Protection Officer at Daljeet.Sharry-Khan@bradford.nhs.uk or 07395796639.