

## Staff privacy notice

This Privacy Notice explains what personal information we collect from you, how we store this personal information, how long we retain it and with whom and for which legal purpose we may share it.

<p><b>Who we are</b></p>	<p>Glensford Surgery is part of West Suffolk NHS Foundation Trust (WSFT) and serves a predominantly rural population of around 5000 patients.</p> <p>The surgery is registered with the Information Commissioner's Office (ICO) as part of the West Suffolk NHS Foundation Trust to process personal and special categories of information under the General Data Protection Regulation 2016/679 and the registration number is Z6847094.</p>
<p><b>Why do we collect personal information?</b></p>	<p>The surgery collects, stores and processes personal information about prospective, current and former staff to ensure compliance with legal or industry requirements.</p>
<p><b>What is our legal basis for processing your personal information?</b></p>	<p>Processing of employee personal information is necessary for the purposes of carrying out the obligations and exercising specific rights of the data controller (the surgery/Trust) or the data subject (staff member) in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. The surgery does not require explicit consent of employees to process their personal data if the purpose falls within the legal basis detailed above.</p>

<p><b>What personal information do we need to collect about you and how do we obtain it?</b></p>	<p>Personal information about you will largely be collected directly from you during your recruitment and employment. Personal information may also be collected from healthcare professionals in certain circumstances, through national checks such as DBS etc.</p> <p>In order to carry out our activities and obligations as an employer we handle data in relation to:</p> <ul style="list-style-type: none"><li>• Personal demographics (including gender, race, ethnicity, sexual orientation, religion)</li><li>• Contact details such as names, addresses, telephone numbers and emergency contact(s)</li><li>• Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)</li><li>• Bank details</li><li>• Pension details</li><li>• Occupational health information (medical information including physical health or mental condition)</li><li>• Information relating to health and safety</li><li>• Trade union membership</li><li>• Trust's governors / membership</li><li>• Offences (including alleged offences), criminal proceedings, outcomes and sentences</li><li>• Employment Tribunal applications, complaints, accidents, and incident details</li><li>• Biometric data for specific areas to enable login to devices</li><li>• MAC address of an electronic device for technical solutions eg instant messaging app</li></ul>
<p><b>What do we do with your personal information?</b></p>	<p>Your personal information is processed for the purposes of:</p> <ul style="list-style-type: none"><li>• Staff administration and management (including payroll and performance)</li><li>• Pensions administration</li><li>• Business management and planning</li><li>• Accounting and Auditing</li><li>• Education</li><li>• Health administration and services</li><li>• Information and databank administration</li></ul>

**Who do we share your  
personal information  
with and why?**

We will not routinely disclose any information about you without your express permission. However, in order to enable effective staff administration and comply with our obligations as your employer, we will share the information which you provide during the course of your employment (including the recruitment process) with:

- NHS Business Services Authority for maintaining your employment records, held on systems including the national NHS Electronic Staff Record (ESR) system.
- NHS Shared Business Services for the processing of payroll.
- Disclosure & Barring Service for DBS checks.
- The Home Office to confirm work permits.
- Suffolk Occupational Health for pre-employment screening and absence support.
- KPMG and RSM for audit functions.
- NEST for pension services.
- Picker Institute for staff surveys and friends and family test.
- Compliance Assist for DBS equivalent checks.
- Health Education England – contact details for training courses

Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Personal 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.

Where possible, we will always look to anonymise your personal information unless there is a legal basis that permits us to use it, and we will only use/share the minimum information necessary. However, there are occasions where the surgery is required by law to share information provided to us with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

There are a number of circumstances where we must or can share information about you to comply with:

- Disciplinary/ investigation processes; including referrals to Professional Bodies, e.g. NMC and GMC;
- Legislative and/or statutory requirements;
- A Court Order which may have been imposed on us;

	<ul style="list-style-type: none"> <li>• NHS Counter Fraud requirements;</li> <li>• Request for information from the police and other law enforcement agencies for the prevention and detection of crime and/or fraud.</li> </ul>
<p><b>How we maintain your records</b></p>	<p>Your personal information is held in both paper and electronic form for specified periods of time as set out in the NHS Records Management Code of Practice for Health and Social Care.</p> <p>We have a duty to:</p> <ul style="list-style-type: none"> <li>• keep records about you confidential and secure;</li> <li>• provide information in a format that is accessible to you.</li> </ul>
<p><b>What are your rights?</b></p>	<p>If we need to use your information for any reasons beyond those stated above, we will discuss this with you and ask for your <u>explicit</u> consent. GDPR 2016/679 gives you certain rights, including the right to:</p> <ul style="list-style-type: none"> <li>• Request access to the personal data we hold about you, e.g. personnel records. If you wish to do this, please contact the Trust's, Human Resources Department in writing;</li> <li>• Request the correction of inaccurate information recorded in our records;</li> <li>• Request that your information be deleted or removed where there is no need for us to continue processing it and where the retention time has passed;</li> <li>• Ask us to restrict the use of your information where appropriate;</li> <li>• To object to how your information is used;</li> <li>• To challenge any decisions made without human intervention (automated decision making)</li> </ul>
<p><b>Data Protection Officer</b></p>	<p>Sarah Preston <a href="mailto:Info.gov@wsh.nhs.uk">Info.gov@wsh.nhs.uk</a></p>