**EMPLOYEE PRIVACY NOTICE**

The Boleyn Medical Centre is registered with the Information Commissioner’s Office (ICO) as a **data controller** who processes your information (our registration reference is: ZA139073). Dr MSJ Khan as your employer is the Data Protection Officer, who can be contacted as above or by sending an email to: newccg.boleynmedicalcentre@nhs.net. As a whole, we are committed to ensuring the personal information we hold about you is processed and handled in accordance with data protection legislation.

**What information do we collect?**

The Boleyn Medical Centre holds and processes information about current and past employees, including temporary and work experience staff. We only collect information that is necessary and keep that up to date which includes:

Personal information – your name, date of birth, gender, nationality, ethnicity, address, contact details, national insurance number, copies of documentation proving your right to work, i.e. your passport or visa, DBS checks, identifiers issued by public bodies, i.e. GMC, RCN and indemnity registration details, banks details

Information about your job and contract of employment – your job title/job description, employment contract including start date, contract type i.e. permanent, fixed term etc. hours, salary, any benefits/deductions/salary sacrifices you may have, details relating to leave you have taken i.e. holiday, sickness, family leave sabbaticals etc.

Information relating to your performance in your role – assessments regarding your performance such as appraisals performance reviews/improvement plans, training you taken part in, promotions, any accidents, grievances or disciplinary procedures in which you have been involved in, including and warnings issued to you and any related correspondence.

Education and work history – CV including details of your qualifications, skills and experience, employment/work experience history and references received including previous employment, education and personal references.

Family, lifestyle and social circumstances – in case of emergency details (we assume that the person whose details you have provided are happy for you to share their details), if required, information regarding your spouse, partner, civil partner for instances such as when shared parental leave is requested, we will need their name and their employer’s name.

Special Category Data – this receives additional protections and includes information such as, details regarding reasons for leave taken relating to sickness, family leave etc. health or disability information about you, information about your religion/beliefs, ethnic origin, sexual orientation, gender identification, trade union affiliations (if applicable).

**How do we collect information about you?**

We receive this data directly from you in a variety of ways; when you send in an application form for a job at the Practice, complete your new starter and payroll forms, provide your passport or other identity documents at the start of employment or when we ask you to confirm your identity, when you inform us of and changes in your personal details, emergency contact details, shared parental leave and at various times during your employment e.g. during correspondence with you, appraisals, leave requests, job role changes etc.

We generate information about you, i.e. user names and log in details for various systems needed to fulfil your role i.e. EMIS access, Smart Cards, Building Access cards etc.

We also receive information from third parties such as from your references, tax details (HMRC), pension schemes (NHS pensions or NEST for employees who do not meet the criteria for NHS pensions) results from DBS checks (we use United Medicare Limited to process DBS checks), medical information and details of any voluntary salary deductions.

**Why do we collect/process this information?**

We collect your information as we are required to do so by law. We mainly process your information to enter into and fulfil a contract of employment with you, and to meet other relevant obligations under employment law/other legislations.

We take our responsibilities in handling information about you very seriously and process your information for the following reasons:

* To ensure that you are legally allowed to work in the UK, to enable us to calculate your pay appropriately (i.e. pension deductions/benefits, student loan deductions, trade union deductions, salary sacrifices, periods of absence such as sickness, parental leave etc.)
* To ensure you are aware of your roles/responsibilities while in employment
* That you receive necessary training when required to continue to fulfil your role
* That you receive the necessary account access to fulfil your role i.e. EMIS
* That you are working safely and that we can support you in your role i.e. ensuring you are physically fit to perform your role, identifying and preventing risks to your health or wellbeing that may arise from your work, supporting you with any medical conditions/disabilities you may have to enable you to fulfil your role and providing opportunities for employee wellbeing and support
* Recording performance, promotions, disciplinary/complaint/grievance issues etc. ensuring acceptable/fair conduct in the workplace
* To monitor the use of IT services ensuring adherence to practice policies
* Ensure we can get in touch with you if needed regarding work and employment matters
* Compile statistics for regulatory and statutory reporting purposes i.e. Workforce Data Set – From October 2017, and in line with GP Contract Changes, practices are now contractually required to submit data for the Workforce Minimum Data Set (wMDS). The data is vital in addressing workforce pressures in primary care, but for non-clinical staff only dates of birth are used when submitting data, you cannot be identified, GPs names and GMC numbers are used. If you do not wish for your information to be used in this way, please speak to management
* Produce statistics for internal reporting to ensure effective management of our workforce
* To capture your image using the CCTV system in place in the building, images are recorded and are viewable on the DM network for up to 3 weeks. CCTV is in place in reception, corridor and car park areas only and is there for the safety of staff and patients.
* Doctors will have their names and qualifications advertised on our website and NHS choices website, other clinical staff will have their first names mentioned on our website only. The Practice Manager and Assistant Practice manager will have their first and second names displayed on the practice website so that patients know who to contact at the practice. If you do not wish for your information to be used in this way, please speak to management

There may be other circumstances where we need to process your data, but the weight of our requirement will be judged against the impact of processing your information, for example, for external audit purposes, or for the police or other law enforcement agencies. Requests to share your information or the need to share your information for our legitimate reasons, will never override your right to privacy.

**Who do we share your information with?**

Your information may be shared internally, with associate organisations which support the Boleyn Medical Centre i.e. CCG and NHS England (to provide up to date and necessary information regarding services and training opportunities with Newham), EMIS (patient management software), Egton (computer hard/software including nhs.net emails accounts), CHP (building management who process building access cards and CCTV via DM Network), Peninsula (External Employment HR Support), MDU (Indemnity Insurance), IRIS (payroll services), HMRC (tax purposes), United Medicare Ltd. (DBS checks), NHS Pensions and NEST (alternative pension company), Occupational Health etc. Please speak to management for further information.

Any information shared about you will always be the most minimal and necessary information required for the purpose of allowing you to fulfil your role at the Boleyn Medical Centre and allowing us to provide you with a safe and supportive working environment.

If you have any concerns, queries or requests to not share you information as per above, please speak to management where you will be given more information about the need to collect and share your information and the possible consequences in not doing so.

**How do we protect your data?**

There are internal controls in place to try to ensure that your information is not lost, accidentally destroyed, misused or disclosed and is only accessed by authorised personnel if relevant to their to their duties. Please also refer to the staff handbook for policies in place regarding data security which is also there to protect your information.

Where we use third parties to process personal information, this is done through an agreed contract where they are bound under a duty of confidentiality to process information safely and securely. They are obliged to implement appropriate safeguarding procedures when processing information.

Any breaches in confidentiality will be reported and actioned appropriately.

**How long do we keep your information?**

We will keep your information for a maximum of 7 years after the end of your employment. In many cases, your information will not be kept for no less than 2 years and no more than 7 after the end of your employment but once it is no longer required for business purposes, your information will be destroyed.

**What rights do you have in relation to the way we process your information?**

As a data subject you have the right to:

* Ask us to confirm what personal information is being held and processed about you and why
* Request access/to have a copy of the information which we hold about you
* Require us to change any incorrect/incomplete information we hold about you
* Require us to delete or stop processing your information if it is no longer necessary
* Object to the processing of your information, unless we are bound to do so by law

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>