

DEARNE VALLEY HEALTH CENTRE EMPLOYEE PRIVACY NOTICE

This Practice has responsibilities under GDPR as an employer to make sure all employees are aware of the records about you, why we keep them, where they are stored, what they are used for and who they may be shared with. We aim to be fair and transparent with what we do with your personal data and hence this Privacy Notice has been produced.

What personal information we hold about you:

- Basic details about you; address, date of birth, emergency contact details;
- Your employment contract and any variances to it;
- Your training records;
- That you have had a Criminal Record Check and the result of that;
- Proof that you are eligible to work in the UK;
- Disciplinary records
- Absence and leave records including sick notes
- Bank details, National Insurance, Tax records and Pension details
- Occupational health reports
- References from your previous GP
- Appraisal records
- Vaccination records
- Business forms in which you are named such as; Incident Forms that you have completed, minutes of meetings which you attended, practice leaflets or protocols.
- Photos of you
- Recordings of telephone calls
- Other employment records such as application forms, letters, CV etc
- Usage information and content data about your computer and email use here

Where the information came from:

For the most part we received the information in your file from you but we may also receive information from;

- your previous employer;
- training providers
- HMRC
- Pensions providers
- Occupational health
- The Health Informatics service
- As part of normal HR procedures, ie recruitment, appraisal and performance monitoring
- As part of normal business, ie minutes, significant event forms, accident book entries

Why we keep it

- In compliance with a legal obligation (such as HMRC, PAYE, Pension administration, sick pay and auto enrolment)
- Running the monthly payroll and end of year financial duties
- To monitor your performance under your contract
- To monitor sickness absence and/or occupational health needs

See also the Leaflet – How We Use Your Personal Information.

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- To review a reference prior to offering permanent employment.
- In order for us to contact a family member in case of emergency
- In the exercise of official authority, covering public functions and powers that are set out in law or to perform a specific task in the public interest that is set out in law.
- In pursuit of the employer's 'legitimate interest' (such as within the company for internal admin purposes)
- In order to monitor use of Practice IT
- In order to investigate a complaint or incident

We will not share information that identifies you for any reason, unless:

- You ask us to do so; (reference requests, pensions enrolment)
- We ask and you give your consent; (vaccination history, criminal records checks, complaints investigations)
- It is clinical emergency; (contact details, emergency contact and your address, DOB etc)
- We have to do this by law (HMRC etc)

How long we keep information for

We retain information about you for periods of time in line with our Data Retention Policy (see shared drive/Policy folder)

How we store your information

Electronic information we process about you is held on the Practice Manager's PC and Personal Drive. Hard copies of personal information is saved in a locked file cabinet in the Managers office.

You have the right

- You have the right to confidentiality under the Data Protection Act 1998 (DPA), The General Data Protection Regulations 2018, the Human Rights Act 1998 and the common law duty of confidentiality.
- You also have the right to ask for a copy of your records to enable you to verify the lawfulness of the processing of data held about you – Please write to the Practice FAO Data Controller at the normal surgery address detailing the information you require.
- Employees and ex-employees can ask to see the information we hold about them, this request should be met within at the most one month.

The Data Controller for this Practice is: Dr K. Harris

The Data Protection Officer for this Practice is Helen McNae who can be contacted at [**Helen.mcnae@this.nhs.uk**](mailto:Helen.mcnae@this.nhs.uk)

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