

Employee Privacy Notice

Holbeach and East Elloe Hospital Trust (the Trust) have appointed the following position:

	Name	Contact Details
Data Protection Officer	Michael Brett	mike.brett@holbeach-hospital.org.uk

The Trust have also appointed the following who will be responsible for the compliance of data protection for the Trust:

Name	Contact Details
Rebecca Atkinson	info@holbeach-hospital.org.uk 01406 422283
Sue Inns	finance@holbeach-hospital.org.uk 01406 422283

To operate efficiently the Trust needs to collect and process information regarding its employees to manage their employment. The Trust is committed to ensure that all personal data gathered is processed and managed in compliance with the General Data Protection Regulation (2016/679 EU) (GDPR). Every effort will be made to meet the obligations set out in legislation.

Data Security

The security of the data is important to the Trust and we have taken technical steps to protect the data from loss. The Trust has also taken measures to ensure that data is not used for purposes other than which it was collected. Digital data is encrypted and password protected.

The Trust has data protection policies in place. Third parties who process personal data, on behalf of the Trust have in place written instructions to do so and are obliged to ensure the security of the data.

Data Retention

Personal data will only be kept as long as required for the purpose for which it was collected for. All data will be kept for 7 years after the last data entry unless there is a legitimate reason to hold the data for longer than this period.

Data Collected by the Trust

The Trust will collect and process a range of information about you, including:

- Your name, contact details, address, email address, telephone number, date of birth, gender, equal opportunities information including ethnic origin, sexual orientation and religion or belief.
- Your entitlement to work in the UK along with details of your nationality.
- Criminal record information.
- Your qualifications, experience, history of your employment including employment dates.
- Your terms and conditions of employment, including benefits, pensions or other entitlements.
- Details of your remuneration, including bank details and national insurance information.
- Next of kin details, including marital status and dependants and who to contact in an emergency.
- Details of your working hours, days of work and your attendance records.
- Details of your absence records, which include family leave, holiday and sickness.
- Appraisal information, performance assessments, performance reviews and improvement plans, supervisions along with any related correspondence.

- Information regarding any health or medical conditions or any disabilities you have for which reasonable adjustments may need to be made by the Trust.
- Disciplinary and grievance records which you have been involved in. This includes any sanctions issued and correspondence in relation to the issue.

Personal data that does not fall under these categories may require the completion of a specific consent form, which will be provided to you by the Trust. Information may be collected in different ways, through application forms, CVs, your passport or right to work documentation, new starter forms, interviews or meetings.

Third parties may be contacted, with your consent, for information regarding you, for example, references from past employers or information from a criminal record check if permitted by law.

The data collected will be securely stored in a variety of places which include your employee file, employee management system along with other IT systems such as Trust emails.

Reasons for Processing Personal Data:

The Trust requires personal data to enable it to fulfil a contract of employment with you such as the ability to pay you as detailed within the contract or to provide the benefits offered by the Trust such as pensions. The Trust also has to comply with legal obligations and personal data is needed to fulfil these obligations such as checking your eligibility to work in the UK or to deduct the tax required.

There may be legitimate interest reasons for processing the data before, during and following the employment such as:

- To aid recruitment.
- To ensure that current employee records, contractual and statutory rights, along with contact and next of kin details are correct.
- To record disciplinary and grievance records and processes to ensure the required conduct in the workplace.
- For career development, succession planning along with other workforce management planning is enabled through the processing of performance and related process records such as appraisals.
- To ensure accurate records of absence to enable accurate payments and the receipt of benefits in the event of an absence.
- For medical or occupational health advice to enable the Trust to comply with any obligations in respect of employees with disabilities.
- To aid general employment and HR administration in providing references upon request for employees in addition to defending the Trust in the event of any legal claims.

Some information regarding medical history or health conditions is gathered and processed to carry out employment law obligations such as reasonable adjustments for those with disabilities.

Who Will Have Access to my Data?

Your data will be shared within the Trust and will include recruitment, HR and payroll staff along with your line manager, other business managers and IT staff if access is required for them to be able to fulfil their duties.

Your data may be shared with third parties such as obtaining references from past employers, background checks and any necessary criminal records checks through the Disclosure and Barring Service. Data may also be shared with third parties should the Trust be subject to a sale of all or part of it. However, this will be dealt with confidentially and arrangements for this will be in place.

Your data may also be shared with third parties that process data for the Trust such as payroll, occupational health, benefits and pensions.

Individual Access Rights:

Right to be forgotten	Employees have the right to request information is forgotten.
Right to be amended	Employees have the right to request information is amended.
Right to withdraw consent	Employees have the right to request to withdraw consent to the processing of their data
Right to data portability	Employees can use and obtain their own data for their own purpose.
Right to object	Right to object to automated decision-making, including profiling.
Right to object to the data being used for direct marketing purposes	Right to object personal data being processed, unless there is a legitimate reason for so doing.

To make a Subject Access Request, the individual should put this in writing to the Manager or Deputy Manager. A form of identification may be required to enable the request to be processed; the individual will be notified if this is necessary.

If the individual makes the request in an electronic format, the information will be provided in electronic format unless otherwise agreed, provided that formal identification has been received.

Should additional copies be required by the individual a charge may be levied, in line with the administration costs to the business. The request will be responded to without undue delay and within one month, however due to the amount of personal data in some cases it may take up to three months. The individual will be notified within one month of the request being made, should this be the case.

You are able to put a complaint into the Information Commissioner's Office if you believe that the Trust has not complied with your data protection rights.

As an employee you have obligations to provide the Trust with data such as absences from work, information to assist with disciplinary processes and other matters. You may also have to provide data to enable you to exercise your statutory rights. If you fail to provide the data, your ability to exercise such statutory rights may be hindered. Employment decisions are not solely made by automated decision-making.

Date	27.09.19
Name of signatory	Mr Michael Brett
Review date	2020