

Privacy Notice for Staff

1. Introduction

South Eastern Health and Social Care Trust processes personal data and sensitive personal data about its staff. This information is used for employment related purposes.

This Privacy Notice has been drawn up in line with the Information Commissioners Office (ICO) Privacy Notices Code of Practice, to assist in the Trust's compliance with data protection principles and legislation. The purpose of this Privacy Notice is to make staff aware of how the Trust processes personal data.

In relation to the use of your personal data, the law is set out in data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. For the purposes of Data Protection, South Eastern Health and Social Care Trust is a "Data Controller" (the holder, user and processor) of staff information.

It should be noted that this Privacy Notice applies to all permanent and temporary staff, locum and agency workers, volunteers, students on placement and those engaged under external contract as sub-contractors. In addition, it applies to those individuals using a range of HR services including Occupational Health.

2. What types of information do we hold about you?

We hold a range of personal data and sensitive personal data for employment related purposes, for example, name, date of birth, address, telephone number, references, proof of eligibility to work in the UK, staff number, national insurance number, remuneration details including personal bank account details, pension details, qualifications, professional registration details, absence information, equality data, health and wellbeing data, disability data, criminal conviction data, and disciplinary and grievance data.

3. What do we use your personal data for?

We use the data for various employment purposes, including the following:

- Payment of Salaries, Travel, Subsistence, Sick Pay, Maternity Pay, Pension Administration etc.
- His Majesty's Revenue and Customs (HMRC)
- Management Information Reports
- Training & Development Activities
- Staff Engagement Initiatives
- Management of Sickness Absences
- Management of Leave Types e.g. Term Time, Maternity, Employment Breaks etc.
- Occupational Health
- Statutory Fair Employment Monitoring
- Workforce Planning
- Employee Relations
- Collation of Information Regarding Conduct, Performance, and Compliance with your Contract and Trust Policies
- Compliance with contractual obligations, Regulatory Body compliance and to meet with legal obligations such as statutory investigations, other investigations and Reviews
- When necessary and to ensure impartiality, senior staff from other HSC organisation(s) may be appointed to carry out investigations on behalf of the Trust, if all other avenues have been exhausted.
- Public Health purposes or initiatives e.g. monitoring vaccination uptake

The above list is not exhaustive.

The conditions that ensure the Trust processes your personal information lawfully, fairly and in a transparent manner are set out in Article 6 and Article 9 of the UK General Data Protection Regulation (UK GDPR). These conditions include, for example, carrying out our obligations as a data controller in the field of employment, for the performance of a contract (of employment), complying with our legal obligations, for the legitimate interests of the Trust (in providing a Human Resources function), for occupational health purposes and in connection with our public duty to provide health and social care services and manage our systems.

4. Sharing Your Information

As an employer we may need to share your information with the following organisations: (This list is not exhaustive)

- Business Services Organisation Payroll Service and Recruitment Service
- HSC Pension Service

- His Majesty's Revenue and Customs
- National Fraud Initiative
- HRPTS System Suppliers
- HSC Professional Registration Bodies
- External Training Agencies, for example Northern Ireland Medical and Dental Training Agency (NIMDTA)
- HSC Leadership Centre
- Clinical Education Centre
- Business Services Transformation
- Communication Companies
- Public Health Purposes or Initiatives e.g. monitoring vaccination uptake

There are a number of reasons why we need to share your information on occasions. Some of your information will be shared with BSO for payroll, pension or recruitment purposes. Sometimes we are bound by statute to share your information for taxation, fraud or law enforcement purposes. Occasionally, we may share some personal information, for example name and addresses, with communication companies, for important staff communications and staff engagement purposes, for example information regarding pension changes and staff surveys. Any disclosure of your information will be done in a controlled, secure manner and in accordance with data protection legislation.

5. Security of Information

The Trust has a duty to ensure that all staff data is held securely and as such there are strict controls in place around the management and accessing of such data. Staff data is held securely in accordance with the requirements of the UK GDPR and also the Trust's Data Protection & Confidentiality policy.

The Trust reserves the right to monitor the use of work computers and to access work files held on Trust devices.

6. Retention of Information

Staff records are retained in line with the Trust's Protocol for the Management of Employee Records and with the Department of Health's guidance – Good Management, Good Records (GMGR) – Retention and Disposal Schedule.

<https://www.health-ni.gov.uk/topics/good-management-good-records>

7. Keeping Your Information Up to Date

It is important that the information we hold about staff is up-to-date. If your personal details change, or if they are currently inaccurate, then it is important

that this information is corrected. An employee with access to the HRPTS system can amend some of their personal details through Employee Self Service arrangements.

Guidance is provided on the Trust's HRPTS SharePoint site which will provide guidance on how to update some aspects of your personal information. In addition and where staff do not have access to the HRPTS system, they can contact the HR Pay, Terms & Conditions Team to advise of changes to their personal data.

8. Access to your Personal Data

The UK GDPR gives you the right to request copies of the information the Trust holds about you.

To make a request for this information this should be addressed to the appropriate HR Manager. Contact details are detailed at point 9. You will need to provide a copy of photographic identification with your request.

Requests will be responded to as quickly as possible and usually within one month; however the UK GDPR allows up to 3 months for providing a response to complex requests. Generally there is no charge except where the request is manifestly unfounded or excessive or is a repeat request.

9. Where can I find more information

Please contact us if you have any questions about this privacy notice, if you want to know more about how we use your information or how to apply for a copy of the employment information we hold about you:

Elaine O'Neill

Assistant Director People & Resourcing

People and Organisational Development Directorate

Building 1, The Sidings, Lisburn, BT28 3AJ

Tel: 028 9598 8080; Email: Elaine.ONeill@setrust.hscni.net

If you are unhappy with any aspect about how we use your information or comply with your information request you can contact:-

Head of Information Governance & Directorate Support

Information Governance Department, Lough House,

Ards Community Hospital, Newtownards, BT23 4AS

Tel: 028 9151 2210; Email: informationgovernance@setrust.hscni.net

If you have any further concerns or queries on how your personal data is being processed you have the right to contact the Information Commissioner's Office.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 or 01625 545 745

Web: <https://ico.org.uk/>