

Privacy Notice - How HR Use Your Personal Data

1. Introduction

The law around processing your personal data is set out in the Data Protection legislation. For the purposes of Data Protection legislation, the South Eastern Health & Social Care Trust (the Trust) is a “Data Controller” (the holder, user and processor) of staff information.

The Trust processes personal data and sensitive personal data about its staff. This information is used mainly for employment related purposes.

This Privacy Notice has been drawn up in line with the Information Commissioner’s Office (ICO) Privacy Notices Code of Practice, to assist the Trust to comply with data protection principles and legislation. It aims to make staff aware of how the Trust processes and uses your personal data.

It should be noted that the Privacy Notice applies to all permanent, temporary, locum and agency staff, volunteers, students on placement and those staff 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 and process a range of personal data and sensitive personal data mainly for employment related purposes, examples of this are:

name, date of birth, address, telephone number, references from previous employers, proof of eligibility to work in the UK, staff number, national insurance number, remuneration details, pension details, Occupational Health information, qualifications, professional registration details and absence information. Data is also held on equality, health and wellbeing, disability, criminal conviction, disciplinary and grievance. This list is not exhaustive.

How do we collect your personal data?

We collect your personal information using computer systems, paper records, telephone calls and e-mails. This can include information you provide in person, on an official form (online or paper) and information that is recorded on CCTV cameras or other digital media in operation within the Trust.

3. What do we use your personal data for?

We use the data for various employment purposes, including:

- Payment of salaries, travel, subsistence, sick pay, maternity pay, pension administration etc
- Her Majesty's Revenue & Customs (HMRC)
- Management information reports
- Training and development
- Staff engagement initiatives
- Management of sickness absence
- Management of leave types e.g. term time, maternity, employment break
- Occupational Health purposes
- Compliance with legal obligations, for example Police investigations
- We may also use your data in a way that does not identify you (i.e. anonymised) for example for statistics relating to section 3 & 4 in this guide and Statutory Fair Employment Monitoring

This list is not exhaustive.

4. Sharing Your Information

As an employer, we may need to share your information with certain other organisations: (there may be other occasions where we have a legal duty to share your personal information).

- Business Services Organisation (BSO) Payroll Shared Services Centre (PSSC) & Recruitment Shared Services Centre (RSSC)
- HSC Pensions (BSO)

- Her Majesty's Revenue and Customs (HMRC)
- National Fraud Initiative (NFI)
- HRPTS Systems Suppliers (HCL AXON)
- Professional Registration Bodies
- Communication Companies

This list is not exhaustive.

There are a number of reasons why we need to share your information. Some of your information will be shared with BSO for payroll, pension or recruitment purposes. Sometimes we are bound by law to share your information for example for taxation, fraud or law enforcement purposes. Occasionally, we may share some personal information, such as name and address, with communication companies, for important staff communications and engagement purposes, pension changes and staff surveys. Any disclosure of your information will be carried out in a secure manner and in accordance with the Data Protection legislation.

5. Security of Information

The Trust has a legal duty to ensure that all personal data relating to staff is held securely. Strict policies and procedures are in place regarding the management of and access to such data. These can be located on the Trust's intranet, or available on request through the Information Governance Department.

6. Retention and Disposal of Staff Information

Staff records are retained in line with the Department of Health's Good Management, Good Records' Retention and Disposal Schedule (GMGR). This schedule can also be accessed online at:

<https://www.gov.uk/government/publications/departmental-records-retention-and-disposals-policy>

7. Keeping Your Information Up to Date

It is important that the information we hold about you is up to date. If your personal details change, or are currently inaccurate, it is important that you let us know. You can do this by contacting your Line Manager or the Human Resources Department on 02895 988 080, Option 2 - Advisory and Terms & Conditions.

It is also possible for you to amend some of your personal details on the HRPTS system, through the Employee Self Service (ESS) facility. Please see additional guidance on the Trust's intranet.

8. The Right to be Forgotten

The General Data Protection Regulation enables individuals to request that the Trust remove certain pieces of information from their file if they feel it is out of date or incorrect. The Trust will consider each individual application on its own merit as we continue to have a statutory obligation to retain information as per the Trust retention and disposal schedules.

9. Access to your Personal Data

The legislation gives you the right to access or request copies of the information the Trust holds about you. Requests must be made in writing (this can include by e-mail) and you will need to provide a copy of photographic identification such as a driving licence, electoral identity card or passport.

Please send your request to HRAdvisory@setrust.hscni.net . We will process your request as quickly as possible but you should be aware that the General Data Protection Regulation allows the Trust up to 30 days to respond to your request. This can be extended up to 90 days if your request is complex, however, you will be advised directly if this is the case.

10. Contacting us about your Personal Data

Please contact us if you have any questions about this Privacy Notice or the information we hold about you HRAdvisory@setrust.hscni.net

11. Who can I complain to?

If you are unhappy with any aspect about how we deal with your information, or how we comply with your request for a copy of your information, you can contact;

The Data Protection Officer
Information Governance Department
Lough House
Ards Community Hospital
Church Street
Newtownards BT23 4AS

Or

The Information Commissioner's Office – Northern Ireland
3rd Floor, Cromac Place
Belfast
BT7 2JB