

Employees and Contractors - Privacy Notice

We are committed to protecting and respecting your privacy. This notice explains how Shropshire Community Health NHS Trust uses and manages the personal data or information we hold about you, including sharing information with health and social care professionals and other organisations and how we maintain appropriate confidentiality. Any questions regarding this notice and our privacy practices should be sent by email to shropcom.IGQ@infreemation.co.uk

<p>Who we are?</p>	<p>We are Shropshire Community Health NHS Trust.</p> <p>The Trust provides a range of community-based health services for adults and children in Shropshire, Telford and Wrekin, and some services to people in surrounding areas.</p> <p>The Trust is registered with the Information Commissioner's Office (registration number Z2709115)</p>
<p>What is our legal basis for processing your personal and special category information?</p>	<p>We need to know your personal, sensitive and confidential data in order to employ you, under the General Data Protection Regulation we will be lawfully using your information in accordance with:</p> <ul style="list-style-type: none"> • necessary for performance of/entering into contract with you • processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller • necessary for controller to fulfil employment rights or obligations in employment <p>This notice applies to the personal data of our employees and the data you have given us about your carers/family members.</p>
<p>What personal information do we collect about you and how do we obtain it?</p>	<p>The personal information we collect might include : name, title, address, telephone numbers, personal email, date of birth, gender, national insurance no, bank account details, passport details, next of kin emergency contact information, copy of driving licence, your Trust employment records (inc working hours, night workers' assessment forms (if relevant), training records and if you leave us, your reason for leaving), disciplinary and grievance information and performance information (photographs, CCTV footage, criminal record).</p> <p>The special categories personal information we collect might include: information about your race, ethnicity or nationality, religious beliefs and sexual orientation, information about your health, including any medical condition or disability and health and sickness records.</p> <p>We typically collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.</p>

<p>Why do we collect your personal information and what do we do with it?</p>	<p>Your personal information is collected to enable us to</p> <ul style="list-style-type: none"> - carry out our obligations under your employment contract with us - administer your employee file inc. paying you/providing a benefit - provide you with information about your employment/ engagement - manage sickness absence - gather evidence for possible grievance or disciplinary hearings - deal with legal disputes involving you/other employees/contractors, including accidents at work - comply with the National Fraud Initiative - check you are legally entitled to work in the UK - ascertain your fitness to work - assess bias in pay levels - comply with health and safety obligations - at the end of your employment/engagement for analysis of staff turnover <p>Your sensitive personal information may be used as follows :</p> <ul style="list-style-type: none"> - Leaves of absence (inc. sickness absence or family related leaves) ~ to comply with employment and other laws - Physical or mental health, or disability status ~ to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits. - Race or national or ethnic origin, religious beliefs, or your sexual life or sexual orientation ~ to ensure meaningful equal opportunity monitoring and reporting.
<p>Who do we share your personal information with and why?</p>	<p>We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. Third-party service providers (including contractors and designated agents) and other NHS organisations, including our HR, pension and payroll teams.</p> <p>We may share your personal information with other third parties :</p> <ul style="list-style-type: none"> - in the context of the possible restructuring of the Trust - with NHS Resolution if you have to make a work-related injury/ accident claim - with a regulator or to otherwise comply with the law (i.e. HM Revenue & Customs, Department for Work and Pensions, NHS Business Services Authority (NHS Pensions), Cabinet Office) - as part of our regular reporting activities on Trust performance, in the context of a business reorganisation or restructuring exercises, for system maintenance support and hosting of data. - when staff agree to be involved in deployment arrangements and agreements that exist with partner organisations.
<p>How do we keep your information safe and maintain your records?</p>	<p>All staff working in the Trust can only access information when authorised to do so, when there is a legitimate reason or on a need-to-know basis. They are trained to handle your information correctly, protect your privacy and keep your information secure.</p>

	<p>We do not keep your records for longer than necessary. Records are retained in accordance with the Department of Health and Social Care guidance and at the end of the life cycle records are destroyed in a safe manner.</p> <p>All our third-party service providers and other NHS organisations are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions. We will have data sharing agreements in place.</p>
What are your data protection rights?	<p>Under the data protection legislation you have the right to request access and receive a copy of your personal information by contacting the Trust as the data controller. You can also contact us to raise any concerns regarding the handling of your information, for example, you may feel the information needs to be rectified or you may have an objection to how it is being used or shared.</p>
What about Planning and Research?	<p>Your health records contain a type of data called confidential patient information. This data can be used to help with research and planning. You can choose to stop your confidential patient information being used for research and planning. You can also make a choice for someone else like your children under the age of 13. Please visit the National data opt-out - NHS Digital</p>
Other Privacy Notices	<p>The Trust's full Privacy Notice</p>
Further Information	<p>Please visit our Trust website: Managing your records (shropscommunityhealth.nhs.uk) Your Data Matters to the NHS (shropscommunityhealth.nhs.uk)</p> <p>And the Information Commissioner's (ICO) website: Your data matters ICO</p>
If you have concerns	<p>If you have queries or concerns you can contact: Data Protection Officer (IG Dept) Shropshire Community Health NHS Trust Ground Floor, Mount McKinley, Shrewsbury Business Park, Anchorage Ave, Shrewsbury SY2 6FG shropcom.IGQ@infreemation.co.uk</p> <p>You can also raise concerns to the ICO: Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF www.ico.org.uk</p>