



Privacy notice – staff/volunteers

During the course of its employment activities, the Trust will collect, store and process personal information about prospective, current and former staff.

This privacy notice includes applicants, employees (and former employees), workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

We recognise the need to treat staff personal and sensitive data in a fair and lawful manner. No personal information held by the Trust will be processed unless the requirements for fair and lawful processing can be met.

What types of personal data do we handle?

In order to carry out our obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details, such as names, addresses, telephone numbers and emergency contacts
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Training and qualification records
- Bank details
- Pension details
- Medical information, including physical health or mental condition (occupational health)
- Information relating to health and safety
- Trade union membership
- Offences (including alleged offences, criminal proceedings, outcomes and sentences)
- Employment Tribunal applications, complaints, accident and incident details
- CCTV images

Our staff are trained to handle your information correctly and protect your confidentiality and privacy. Your information may be processed overseas.

What is the purpose of processing data?

- Staff administration and management (including payroll and performance)
- Pension administration
- Business management and planning
- Accounts, records and auditing
- Crime prevention and prosecution of offenders
- Education
- Health administration and services
- Sharing and matching of personal information for national fraud initiative

We have a legal basis to process this as part of your contract of employment (either permanent or temporary) or as part of our recruitment processes following data protection and employment legislation.

Sharing your information

Any disclosure of personal data is always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances, and with the appropriate security controls in place. Information is only shared with those agencies and

bodies who have a 'need to know' or where you have consented to the disclosure of your personal data to such persons.



Use of third party companies

To enable effective staff administration, the Trust may share your information with external companies to process your data on our behalf in order to comply with our obligations as an employer. For example, the information which you provide during the course of your employment, including the recruitment process, will be held on the national NHS Electronic Staff Record system.

Prevention and Detection of Crime and Fraud

We may use this information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

Individual rights

The current data protection legislation gives individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information
2. To ask for access to your information
3. To ask for your information to be corrected if it is inaccurate or incomplete
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it
5. To ask us to restrict the use of your information
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure manner, without impacting the quality of the information
7. To object to how your information is used
8. To challenge any decisions made without human intervention (automated decision making)

Please visit our website for further details. Should you have any further queries on the use of your information, please contact informationgovernance@eastamb.nhs.uk.

Should you wish to lodge a complaint about the use of your information, please contact eoasnt.feedback@nhs.net

If you are still dissatisfied with the outcome of your enquiry you can write to:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please note this privacy notice is a live document and is frequently updated. For the most recent version, please visit www.eastamb.nhs.uk/xxxx

