

Privacy Notice

Employment Records

During the course of its employment activities, University Hospitals Plymouth NHS Trust collects, stores and processes 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 us will be processed unless the requirements for fair and lawful processing can be met.

How do we collect your information?

Your information could be collected in a number of different ways. This could be directly from you - in person, over the telephone or on a form you have completed, such as a job application, contractual documentation or timesheet. Details might also come from an external source such as NHS Jobs, your professional body, current or previous employers, the Disclosure and Barring Service, or government bodies like HM Revenue and Customs, the Department for Work and Pensions, or UK Visas and Immigration.

What types of personal data do we handle?

In order to carry out our activities and 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 contact(s)
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Education and training information
- Bank details
- Pension details
- Medical information including physical health or mental condition (occupational health information)
- Information relating to health and safety
- Trade union membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Information relating to employee relations, for example disciplinary proceedings, grievances, complaints, Employment Tribunal claims, accidents/incident details
- Visual images, personal appearance and behaviour, for example if CCTV images are used as part of building security

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

Your information is not processed overseas.

Why do we collect your information and how is it used?

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

Under GDPR our legal basis for holding this information is:

- Article 6(1)(e) – processing is necessary for the performance of public tasks carried out by the hospital
- Article 9(2)(b) – processing is necessary for employment obligations

This includes, but is not limited to:

Staff administration and management (including payroll and performance)

Pensions administration

Business management and planning

Accounting and auditing

Accounts and records

Crime prevention and prosecution of offenders

Education, training and development

Health administration and services

Information and database administration

Sharing and matching of personal information for national fraud initiative

Quality monitoring (such as staff surveys)

Proactive system auditing

To ensure that staff and patient data is processed in accordance with Data Protection Legislation University Hospitals Plymouth regularly audit systems that are used in the Trust that contain staff or patient data. This is to ensure that staff are only accessing this data when it is a requirement of their job. This is undertaken in line with the Proactive System Auditing Standard Operating Procedure.

Who do you share my information with?

To support you in your employment and to enable us to meet our legal responsibilities as an employer, sometimes we will need to share your information with others. Some of the reasons for this are included above under 'Why do we collect your information and how is this used?' An example of this is that the information which you provide during the course of your employment (including the recruitment process) will be shared with the NHS Business Services Authority for maintaining your employment records, held on the national NHS Electronic Staff Record (ESR) system. We also work with other Trusts via the Streamlining Project.

Sometimes we are required by law to disclose or report certain information, which may include details which identify you. For example, sending statutory information to government organisations such as HM Revenue and Customs, or releasing information to the police or the counter fraud service. Where mandatory disclosure is necessary, only the minimum amount of information is released.

Your information is never collected or sold for direct marketing purposes. We do not use your information to make automated decisions with no human intervention.

How do we keep your information secure?

Under the Data Protection legislation, strict principles govern our use of information and our duty to ensure it is kept safe and secure. Your information may be stored within electronic or paper records, or a combination of both. All our records are restricted so that only those individuals who have a need to know the information can get access. This might be through the use of technology or other environmental safeguards.

Everyone working for the NHS is subject to the Common Law Duty of Confidentiality. This means that any information that you provide to us in confidence will only be used in connection with the purpose for which it was provided, unless we have specific consent from you or there are other special circumstances covered by law.

Every NHS organisation appoints a Data Protection Officer as the point of contact for Data Protection concerns.

If you have any questions or concerns about how we manage your information, please contact the Data Protection Officer for the Trust.

Data Protection Officer
 University Hospitals Plymouth NHS Trust
 Information Governance Team
 Suite 3, Floor 3, The Range Head Office
 Elsie Margaret House
 15 William Prance Road
 Plymouth
 PL6 4ZD
 Tel: 01752 437284
 Email: informationgovernancepht@nhs.net

How long do we keep your information?

We do not keep your records longer than necessary. All our records are destroyed in accordance with the Records Management Code of Practice 2021, which sets out the appropriate length of time each type of NHS record is retained.

What are your information rights?

You have several rights under the Data Protection Legislation.

The table below explains which rights you have when we process your personal data for healthcare purposes:

Information Rights	Applicable to employment records?
To be informed why, where and how we use your information	Yes
To ask for access to your information	Yes, initially this can be arranged informally by speaking to your line manager If you wish to make a formal request please contact the Disclosure team as detailed below
To ask for your information to be corrected if it is inaccurate or incomplete	Yes, initially this can be arranged by speaking to your line manager

To ask for your information to be deleted or removed where there is no need for us to continue processing it	Yes, you have the right to request this, and it will be considered. Please email plh-tr.hrinbox@nhs.net
To ask us to restrict the use of your information in certain circumstances	Yes, you have the right to request this, and it will be considered. Please email plh-tr.hrinbox@nhs.net
In limited circumstances to ask us to copy or transfer your information from one IT system to another	No
To object to how your information is used	Yes, you have the right to request this, and it will be considered. Please email
To challenge decisions made without human intervention (automated decision making)	Automated decision making and profiling is not used in the Trust.

How do you get access to the information that we hold about you?

As noted above, under the terms of the Data Protection Legislation, you have the right to request access to the information that we hold about you. This can be done by making a request to our Disclosure Team.

Disclosure Team
University Hospitals Plymouth NHS Trust
Central Records Library
Bush Park
Plymouth
PL6 7RG
Direct Dial: 01752 437208

To make a request for personal information that the Trust may hold about you (Subject Access Request) please download and [complete this form](#) . Once it is returned to plh-tr.DisclosureTeam@nhs.net your request will be processed.

How can you contact us if you have a query or concern about this privacy notice?

If you have any queries or concerns regarding the information that we hold about you or you have a question regarding this privacy notice, please contact our Information Governance team.

Tel: 01752 437284
Email: informationgovernancepht@nhs.net

How can you make a complaint?

You have the right to make a complaint if you feel unhappy about how we hold, use or share your information. Depending on the nature of your complaint, we would recommend contacting your line manager in the first instance.

Alternatively, you can contact our Information Governance team who will help you to identify the most appropriate procedure to follow based on the specifics of your complaint (see above).

If you remain dissatisfied following the outcome of your complaint, you may then wish to contact the Information Commissioner's Office:

Post: Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF

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

Phone: 0303 123 1113

Please note that the Information Commissioner will not normally consider an appeal until you have exhausted your rights of complaint to us directly. Please see the website above for further advice.

Information for Applicants

If you apply for a role with University Hospitals Plymouth NHS Trust, we will only use the information you supply to us to process your application, complete your Safe Recruitment checks and to monitor recruitment statistics. In order to undertake these checks, there may be times when we will need to disclose information to a third party, for example where we need to take a reference, perform an ESR Inter Authority Transfer, undertake an Occupational Health check and/or obtain a disclosure from the Disclosure and Barring Service (DBS).

Applicant information is retained and destroyed in accordance with the Records Management Code of Practice 2021, which sets out the appropriate length of time each type of NHS record is retained.

Once you join the Trust as an employee, we will compile a file relating to your employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to your employment, as outlined in this privacy notice.

If you subsequently leave our employment, the contents of your employment file will be retained and destroyed in accordance with the same code of practice referred to above.