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# Generated privacy notice - for staff or volunteers

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## Station Street Surgery staff / volunteers privacy notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

## Contact details

### Email

shakeelwhala@nhs.net

## What information we collect and use, and why

### Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

* Contact details (eg name, address, telephone number or personal email address)
* Date of birth
* National Insurance number
* Gender
* Photographs (eg staff ID card)
* Copies of passports or other photo ID
* Copies of proof of address documents (eg bank statements or bills)
* Next of kin or emergency contact details
* Employment history (eg job application, employment references or secondary employment)
* Education history (eg qualifications)
* Right to work information
* Details of any criminal convictions (eg DBS checks)
* Political, conflict of interest or gift declarations
* Security clearance details (eg basic checks and higher security clearance)
* Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
* Training history and development needs
* Monitoring employees’ IT use
* Additional based on role

We also collect the following information for **staff recruitment, administration and management**:

* Racial or ethnic origin
* Religious or philosophical beliefs
* Trade union membership
* Biometric information
* Health information

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

* Contract
* Legal obligation
* Legitimate interest:

As an NHS GP surgery, our legitimate interest in collecting and using personal information during recruitment, administration, and management of staff or volunteers is crucial for delivering effective healthcare. The benefits outweigh the potential risks, which we mitigate through robust data protection measures. Recruitment Benefit: Effective Hiring: Ensures selection of qualified candidates, maintaining high standards of patient care. Compliance: Legal and regulatory requirements, such as DBS checks, ensure safe working environments. Risk Mitigation: Data Security: Robust measures to secure personal information. Transparency: Candidates are informed, and consent is obtained where necessary. Administration Benefit: Operational Efficiency: Smooth operation through payroll, benefits administration, and scheduling. Regulatory Compliance: Accurate record-keeping for legal compliance. Risk Mitigation: Access Control: Limited to authorized personnel. Data Minimization: Collecting only necessary information. Management Benefit: Performance and Development: Monitoring performance and providing feedback for professional development. Wellbeing and Support: Supporting staff health, reducing absenteeism. Risk Mitigation: Confidentiality: Strict handling of personal data. Right to Access: Employees can access and correct their data. Balancing Interests We balance our legitimate interests with privacy rights, ensuring fairness and transparency. Our data protection policies maintain trust and confidence among staff, volunteers, and patients. Conclusion Collecting and using personal information for recruitment, administration, and management is essential for operational effectiveness and high-quality patient care. Benefits outweigh risks, which are mitigated through stringent data protection measures.

* Public task

### Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

* Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
* Time spent working (eg timesheets or clocking in and out)
* Expense, overtime or other payments claimed
* Leave (eg sick leave, holidays or special leave)
* Maternity, paternity, shared parental and adoption leave and pay
* Pension details
* Bank account details
* Payroll records
* Tax status
* Trade Union membership
* Required base on Job description and role .

We also collect the following information for **managing salaries and pensions**:

* Racial or ethnic origin
* Trade union membership
* Biometric information (where used to identify someone)
* Health information

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

* Contract
* Legal obligation
* Legitimate interest:

As an NHS GP surgery, our legitimate interest in collecting and using personal information during recruitment, administration, and management of staff or volunteers is crucial for delivering effective healthcare. The benefits outweigh the potential risks, which we mitigate through robust data protection measures. Recruitment Benefit: Effective Hiring: Ensures selection of qualified candidates, maintaining high standards of patient care. Compliance: Legal and regulatory requirements, such as DBS checks, ensure safe working environments. Risk Mitigation: Data Security: Robust measures to secure personal information. Transparency: Candidates are informed, and consent is obtained where necessary. Administration Benefit: Operational Efficiency: Smooth operation through payroll, benefits administration, and scheduling. Regulatory Compliance: Accurate record-keeping for legal compliance. Risk Mitigation: Access Control: Limited to authorized personnel. Data Minimization: Collecting only necessary information. Management Benefit: Performance and Development: Monitoring performance and providing feedback for professional development. Wellbeing and Support: Supporting staff health, reducing absenteeism. Risk Mitigation: Confidentiality: Strict handling of personal data. Right to Access: Employees can access and correct their data. Balancing Interests We balance our legitimate interests with privacy rights, ensuring fairness and transparency. Our data protection policies maintain trust and confidence among staff, volunteers, and patients. Conclusion Collecting and using personal information for recruitment, administration, and management is essential for operational effectiveness and high-quality patient care. Benefits outweigh risks, which are mitigated through stringent data protection measures.

* Public task

### Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

* General health and wellbeing information
* Occupational health referrals and reports
* Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)
* Accident at work records
* Access needs or reasonable adjustments
* Protected Characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)

We also collect the following information for **managing staff health and wellbeing**:

* Racial or ethnic origin
* Religious or philosophical beliefs
* Trade union membership
* Biometric information (where used to identify someone)
* Health information
* Sexual orientation information

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

* Contract
* Legal obligation
* Legitimate interest:

As an NHS GP surgery, our legitimate interest in collecting and using personal information during recruitment, administration, and management of staff or volunteers is crucial for delivering effective healthcare. The benefits outweigh the potential risks, which we mitigate through robust data protection measures. Recruitment Benefit: Effective Hiring: Ensures selection of qualified candidates, maintaining high standards of patient care. Compliance: Legal and regulatory requirements, such as DBS checks, ensure safe working environments. Risk Mitigation: Data Security: Robust measures to secure personal information. Transparency: Candidates are informed, and consent is obtained where necessary. Administration Benefit: Operational Efficiency: Smooth operation through payroll, benefits administration, and scheduling. Regulatory Compliance: Accurate record-keeping for legal compliance. Risk Mitigation: Access Control: Limited to authorized personnel. Data Minimization: Collecting only necessary information. Management Benefit: Performance and Development: Monitoring performance and providing feedback for professional development. Wellbeing and Support: Supporting staff health, reducing absenteeism. Risk Mitigation: Confidentiality: Strict handling of personal data. Right to Access: Employees can access and correct their data. Balancing Interests We balance our legitimate interests with privacy rights, ensuring fairness and transparency. Our data protection policies maintain trust and confidence among staff, volunteers, and patients. Conclusion Collecting and using personal information for recruitment, administration, and management is essential for operational effectiveness and high-quality patient care. Benefits outweigh risks, which are mitigated through stringent data protection measures.

* Vital interests
* Public task

## Where we get personal information from

We collect your information from the following places:

* From staff members or volunteers directly
* Employment agency
* Schools, colleges, universities or other education organisations
* Referees (external or internal)
* Security clearance providers
* Occupational Health and other health providers
* Pension administrators or government departments (eg HMRC and DWP)
* Trade Unions
* Staff benefit providers
* Public sources (eg LinkedIn or other websites)

## How long we keep information

[Insert information about how long you store personal information here.]

[You said you didn't have a retention schedule, or you weren't sure. Once you have downloaded this privacy notice, you can fill the information in below. You must not publish the privacy notice without it.

For more information, see our guidance on [how long you should store information](https://ico.org.uk/for-organisations/advice-for-small-organisations/frequently-asked-questions/data-storage-sharing-and-security/#howlong).]

## Who we share information with

In some circumstances, we may share information with the following organisations:

* Training suppliers
* HMRC
* Employee benefit schemes
* Health and benefit suppliers

### Data processors

We use the following data processors for the following reasons:

**payroll company, IT support,PCN/ICB**

This data processor does the following activities for us: Payroll company will deal with payroll of staff. IT support will need to liaise with staff for training and ongoing support. PCN, ICB based on need of the organisation and requirement.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

You don’t usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO’s address:

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

Helpline number: 0303 123 1113

Website: [https://www.ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint/)

## Last updated

6 August 2024