

Privacy Notice – Employment Records

During the course of our employment activities, Sussex Community NHS Foundation 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 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.

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)
- 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
- Employment Tribunal applications, complaints, accidents, and incident details

Our staff are trained to handle your information correctly and protect your 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 never collected or sold for direct marketing purposes.

Your information is not processed overseas.

What is the purpose of processing data?

- Staff administration (including payroll and performance)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Accounts and records
- Staff benefits
- Crime prevention and prosecution of offenders



- Education
- Health administration and services
- Information and databank administration
- 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

There are a number of reasons why we share information. This can be due to:

- Our obligations to comply with current legislation
- Our duty to comply any Court Orders which may be imposed

Any disclosures of personal data are always made on 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. Further information about what information we share can be requested from the HR department.

Use of Third Party Companies

To enable effective staff administration Sussex Community NHS Foundation 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.

To administer your pay and any associated contractual benefits: we use your bank details and national insurance number (or similar) so that we can make salary payments, and pension deductions, and pay tax and national insurance contributions. We may share your personal information with external service providers who manage these functions on our behalf under relevant contracts.

To manage other aspects of your employment relationship with Sussex Community NHS Foundation Trust: the personal information we collect and use for this purpose will include (or be included in) information about your performance at work, workforce management, succession or other forecasting information, information about absence history including sickness absence, requests for unpaid leave, accident at work records, Occupational Health Service reports, accident reports and notes of management interviews.

To process employment or work related claims: including grievances, personal injury and compensation claims.

To contact you or your nominated contact in the case of an emergency (either yours or ours): we will ask you to provide us with home telephone numbers, mobile numbers and the names of people we can contact in an emergency. Where you nominate a contact for emergencies (e.g. a friend or relative) please ensure you advise them of this arrangement and where applicable, get their consent.

Pensions: we collect and use your personal information so that we can administer your pension or any other ongoing entitlements once you have stopped working for Sussex Community NHS

Foundation Trust. We may share your personal information with external service providers who manage these functions on our behalf under relevant contracts.

Prevention and Detection of Crime and Fraud: We may use the 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's Rights

Data Protection laws give 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 way, 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)

Should you have any further queries on the uses of your information, please speak to the Human Resources Department or our Data Protection Officer – Lindsay Wells on 01273 666473 or email sc-tr.hrdataprotection@nhs.net. Should you wish to lodge a complaint about the use of your information, please contact our Human Resources Department.

If you are still unhappy with the outcome of your enquiry you can write to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.