

Privacy Notice – Employment Records

During the course of its employment activities, University Hospitals Sussex collects, stores and processes personal information about prospective, current and former staff.

This Privacy Notice includes applicants who are subsequently employed, current employees, 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.

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 data (e.g. gender, names, addresses, telephone numbers and Emergency contact(s))
- Special Category Data (this includes, race, ethnicity, sexual orientation, religion, health and Trade union membership)
- Employment records (including professional membership, reference(s), Criminal Convictions and Offences and proof of eligibility to work in the UK and security checks in line with the NHS 6 pre-employment checks)
- Bank details
- Pension details
- Information relating to health and safety
- Employment Tribunal applications, complaints, accidents, disciplinary and grievance and incident details

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 never collected or sold for direct marketing purposes.

Your information is not processed overseas.

What is the purpose of processing data?

- 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
- 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 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.

Use of Third Party Companies

To enable effective staff administration University Hospitals Sussex may share your information with external companies to process your data on our behalf in order to comply with our obligations as an employer.

Employee Records; Contracts Administration

The information which you provide during the course of your employment (including the recruitment process) will be shared with, currently the NHS Business Services Authority for maintaining your employment records, held on the national NHS Electronic Staff Record (ESR) system.

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.

Individuals Rights

Data Protection laws 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 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)

Please visit our www.uhsussex.nhs.uk for further details on this. Should you have any further queries or complaints on the uses of your information by HR, please speak to our Data Protection Officer – Andrew Harvey (andrew.harvey7@nhs.net).

Should you have a complaint regarding HR please contact David Vincent Director of Workforce Planning & Deployment (david.vincent1@nhs.net)



University Hospitals Sussex

NHS Foundation Trust

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: 0303 123 1113.