

# Privacy Notice For Staff Information

(Fair Processing Information)

For the purposes of this notice, 'staff' includes applicants, employees, other workers (including agency, bank and contracted staff), volunteers, trainees and those carrying out work experience.

Luton & Dunstable University Hospital NHS FT (the Trust) collects stores and processes personal information about prospective, current and former staff and volunteers. The Trust is legal permitted to process such information as processing is necessary, for the purposes of carrying out our obligations in relation to employment, for the performance of a task carried out in the exercise of our official authority, performance of a contract and for the purposes of occupational health and assessment of the working capacity of the employee.

## Information we collect about staff:

The information that we collect about you may include details such as:

- ) Your name, address, telephone, email, date of birth and next of kin/emergency contacts
- ) Recruitment and employment checks (i.e. professional membership, references, proof of identification and right to work in the UK, etc.)
- ) Bank account and salary/wages, as well as pension, tax and national insurance details
- ) Trade union membership
- ) Your gender, race, ethnic origin, sexual orientation, religious or other beliefs, and whether you have a disability or require any additional support or adjustments to assist you.
- ) Medical information relevant to your employment, including physical health, mental health and absence history
- ) Information relating to your health and safety at work, and any incidents or accidents
- ) Professional registration and qualifications, education and training history
- ) Information relating to employee relations (i.e. disciplinary proceedings, grievances and complaints, tribunal claims, etc.)

Depending on the position you hold with us, we may also collect information in relation to any current or previous criminal offences. Please refer to our Disclosure & Barring Service Policy for more details or contact HR Department.

## How we collect your information:

Your information could be collected in a number of different ways. This could be directly from you, on forms you have completed, such as a job application, contractual documentation or timesheet.

Details might also come from external sources such as NHS Jobs, Trac, your professional body, current or previous employers, education establishments, or government bodies like HM Revenue and Customs, the Department for Work and Pensions, or the UK Visas and Immigration.

## What we use your information for:

We will only process your information where we have your consent or where the processing can be legally justified under UK law. These include circumstances where the processing is necessary for the performance of contracts or agreements or for compliance with legal obligations which applies to us as your employer. Such processing may include, but is not limited to:

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| ) Staff administration (inc. payroll & pensions) | ) Health administration and services         |
| ) Education, training and development            | ) National fraud initiatives                 |
| ) Information and database administration        | ) Quality monitoring (such as staff surveys) |
| ) Business management and planning               | ) Occupational Health & Wellbeing            |
| ) Accounting and auditing                        | ) Management of absence e.g. sickness        |
| ) Criminal prosecution and prevention            | ) Disciplinary investigations                |

Your information may also be processed for FT Membership purposes. For further information please see the 'Privacy Policy For FT Members', which is available on the Intranet, L&D website and from the FT Membership Department.

#### Who we share your information with:

We will not sell your information for any purpose and will not provide third parties with your information for the purpose of marketing or sales. However, to support you and to enable us to meet legal requirements, we will sometimes need to share your information with others. Some of the reasons for this are included in the section above.

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 counter fraud or the police.

There are a number of circumstances where we may be required to share information about you, including:

- ) Referrals to Professional Bodies, e.g. NMC and GMC;
- ) Legislative and/or statutory requirements;
- ) A Court Orders which may have been imposed on us;
- ) NHS Counter Fraud requirements;
- ) To protect you or another individual from harm;
- ) Request for information from the police and other law enforcement agencies for the prevention and detection of crime and/or fraud if the crime is of a serious nature.

There may also be occasions when the Trust is reviewed by an independent auditor, which could involve reviewing randomly selected staff information to ensure we are legally compliant.

#### You information, your rights:

EU and UK Data Protection Laws give you the right to:

- ) request and be provided with a copy of information we hold about you;
- ) ask for information to be corrected if inaccurate or incomplete;
- ) ask us to restrict the use of your information;
- ) ask us to stop processing some information;
- ) object to how your information is used;

These rights are not absolute & will be applied in line with relevant legislation & official national guidance.

#### Contacts

If you would like more information about your rights or how we process your information please contact:

**The Data Protection Officer** (Gaynor Flynn)

Luton & Dunstable Hospital NHS FT, Lewsey Road, Luton LU4 0DZ

**Tel:** 01582 497928

**Email:** [patientserviceteam@ldh.nhs.uk](mailto:patientserviceteam@ldh.nhs.uk) (Please mark it 'For The Attention of the DPO')

If you feel that we are not processing your information lawfully you have the right to complain to:

**Information Commissioner's Office** Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF

**Tel:** 0303 123 1113