

Portsmouth Hospitals NHS Trust - Privacy Notice for Staff

[Portsmouth Hospitals University NHS Trust](#) (the Trust) takes your confidentiality and privacy rights very seriously. This notice is intended to provide transparency regarding what personal data the Trust may hold about you, how it will be processed and stored, how long it will be retained and who may have access to your data. Personal data is any information relating to an identified or identifiable living person (the data subject).

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 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.

How your information will be used?

Working together To drive excellence in care for our patients and communities

Web: www.porthosp.nhs.uk | Twitter: @QAHospitalNews

As your employer, the Trust needs to keep and process information about you for normal employment purposes. The information the Trust holds and processes will be used for the Trusts management and administrative use only. The Trust will keep and use it to enable it to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable the Trust to comply with the employment contract, to comply with any legal obligations. If you do not provide this data, the Trust may be unable in some circumstances to comply with its obligations and will tell you about the implications of that decision.

Sharing your information

In order to comply with the employment contract and the Trusts legal obligations it may share your personal data within services across the Trust and with other third party organisations such as the Department of Health, NHS Trusts, professional bodies (i.e. GMC) and government agencies where necessary e.g. ESR Streamlining, inter-authority transfers. This will be on a legitimate need to know basis only.

We may also share information, where necessary, to prevent, detect or assist in the investigation of fraud or criminal activity, to assist in the administration of justice, for the purposes of seeking legal advice or exercising or defending legal rights or as otherwise required by the law.

Where the data is used for analysis and publication by a recipient or third party, any publication will be on an anonymous basis, and will not make it possible to identify any individual. This will mean that the data ceases to become personal data.

Much of the information the Trust holds will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a change of hours or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance.

You will, of course, inevitably be referred to in many Trust documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the Trust. You should refer to the Trust's [Privacy Policy](#) which is available on the intranet.

Where the Trust processes special categories of personal data, its additional legal basis for processing such data are listed in Article 9 (2)(h) of the GDPR. This may include, where necessary, information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. The Trust will also need this data to administer and manage statutory and occupational sick pay.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation this will be under Article 9(2)(b) of the GDPR.

In addition, the Trust monitors computer and telephone/mobile telephone use, as detailed in its E-Mail Usage Policy, Internet & Internet Services Usage Policy, available on the [intranet](#). The Trust may also keep records of your hours of work by way of our roster and E-Pay systems.

Other than as mentioned above, the Trust will only disclose information about you to third parties if it is legally obliged to do so or where it needs to comply with its contractual duties to you, for instance the Trust may need to pass on certain information to its external payroll and pensions Provider.

Your personal data will be stored for a period in line with the [NHS Records Management Code of Practice for Health and Social Care 2016](#).

If in the future the Trust intends to process your personal data for a purpose other than that which it was collected it will provide you with information on that purpose and any other relevant information.

Information that the Trust may need to send you

The Trust may occasionally have to send you information from the Trust, the Department of Health, other public authorities and government agencies about matters associated with your contract of employment.

The Trust will not send you generic information from other public authorities and government agencies on issues of government policy.

Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. These are:

- To be informed why, where and how we use your information.
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the use of your information.
- 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.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making)

Please visit our intranet page (<http://pht/Departments/InformationGovernance/default.aspx>) for further details on this. You have the right to request from the Trust access to and rectification or erasure of your personal data, the right to restrict processing, the right to object to processing as well as, in certain circumstances, the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Identity and contact details of controller and data protection officer

Portsmouth Hospitals University NHS Trust is the controller of any personal data it holds concerning individuals employed by the Trust.

If you have any concerns as to how your data is processed you can contact the Trust's Data Protection Officer ([link](#))

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Your responsibilities

It is important that you work with the Trust to ensure that the information it hold about you is accurate and up to date, so please ensure you update or correct your personal data via Employee Self Service on the ESR system.