

Version	Date Published	Review Status
2.0	March 2018	Updated April 2023

Changes from the previous version are marked with a line in the margin



---

## Data Protection Policy (Staff): GDPR Compliant

### Introduction

Roundwood Surgery is committed to protecting the privacy and personal data of our workers, employees and consultants. This policy outlines how we comply with the General Data Protection Regulation (GDPR) and other relevant data protection legislation, and the measures we have in place to protect personal data.

### Scope

This policy applies to all personal data processed by Roundwood Surgery in relation to our workers, employees and consultants, regardless of the format or medium in which it is stored.

### Policy Statement

Roundwood Surgery is committed to ensuring that all personal data is processed in accordance with the GDPR and other relevant data protection legislation. We will ensure that all workers, employees and consultants are aware of their rights and responsibilities with regards to personal data, and that all personal data is processed lawfully, fairly and transparently.

### Responsibilities

All workers, employees and consultants have a responsibility to comply with this policy and the GDPR. The Data Protection Officer (DPO) is responsible for ensuring that Roundwood Surgery complies with the GDPR and other relevant data protection legislation, and for maintaining this policy.

### Personal Data Collected

Roundwood Surgery may collect personal data from workers, employees and consultants for the purposes of employment and business activities.

'Personal data' is defined as information relating to a living person ('data subject') that can be used to identify them on its own, **OR** in combination with other information likely to be collected by the Practice.

---

[\*] against an item denotes reference to another document in the library

Version	Date Published	Review Status
2.0	March 2018	Updated April 2023

Changes from the previous version are marked with a line in the margin



This applies whether the information is stored physically, electronically, or in any other format.

It **does not** include anonymised data, but **does** include any expression of opinion about the person, or any indication of the intentions of the Practice or others, in respect to that individual.

This personal data may include, but is not limited to:

- Personal details, such as name, address, date of birth, and personal / emergency contact details
- Employment details, such as job title, salary, and employment history
- Financial information, such as bank account details
- Sensitive personal data, such as health information and criminal convictions, where necessary and relevant to the employment relationship.
- Gender, marital status and family status;
- Information regarding their contract of employment (or services) e.g. start and end dates of employment; working hours; role; location; pension; benefits; holiday entitlement; and salary (including details of previous remuneration);
- Bank details and information in relation to tax status, including National Insurance number;
- Information relating to disciplinary or grievance investigations and proceedings involving them (whether or not they were the main subject of those proceedings);
- Identification documents e.g. passport; information in relation to immigration status; driving licence; and right to work for the Practice;
- Images (whether captured on CCTV, by photograph or video);

## Personal Data Processing

Roundwood Surgery will only process personal data for specific, lawful purposes, and will ensure that personal data is accurate, up-to-date and secure. Personal data will only be shared with third parties where necessary and with appropriate safeguards in place.

## Rights of Workers, Employees and Consultants

Workers, employees and consultants have the right to access, correct, and request deletion of their personal data, and to object to or restrict the processing of their personal data. They also have the right to receive their personal data in a structured, commonly used and machine-readable format, and to transmit their personal data to another controller.

[\*] against an item denotes reference to another document in the library

<b>Version</b>	<b>Date Published</b>	<b>Review Status</b>
2.0	March 2018	Updated April 2023

Changes from the previous version are marked with a line in the margin



---

## **Special Categories of Personal Data**

These comprise personal data consisting of information relating to:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Genetic or biometric data;
- Health;
- Sex life and sexual orientation; and
- Criminal convictions and offences.

The Practice may hold and use any of these special categories of your personal data in accordance with the law.

## **Training and Awareness**

Roundwood Surgery will ensure that all workers, employees and consultants are trained on this policy and the GDPR, and that they are aware of their responsibilities with regards to personal data.

## **Processing Personal Data**

'Processing' means any operation which is performed on personal data such as:

- Disclosure by transmission, dissemination or otherwise making available;
- Alignment or combination;
- Collection, recording, organisation, structuring or storage (e.g. within a filing system);
- Adaption or alteration;
- Retrieval, consultation or use; and
- Restriction, destruction or erasure.

## **When the Practice Might Process Your Personal Data**

The Practice is required to process individuals' personal data in various situations during their recruitment, employment (or engagement) and even following termination of their employment (or engagement) for reasons including but not limited to:

- Deciding how much to pay staff, and other terms of their contract with the Practice;
- Ensuring they have the legal right to work for the Practice;

---

[\*] against an item denotes reference to another document in the library

Version	Date Published	Review Status
2.0	March 2018	Updated April 2023

Changes from the previous version are marked with a line in the margin



- Carrying out the contract between the Practice and the individual including, where relevant, its termination;
- Carrying out a disciplinary or grievance investigation or procedure in relation to them or someone else;
- Monitoring and protecting the security (including network security) of the Practice, of the individual, other staff, patients and others;
- Paying tax and national insurance;
- Providing a reference upon request from another employer;
- Preventing and detecting fraud or other criminal offences;
- *[Insert any other times when you may process personal data]*; and any other reason which we may notify you of from time to time.

The Practice may process special categories of personal data to use information in relation to your:

- race, ethnic origin, religion, sexual orientation or gender to monitor equal opportunities;
- sickness absence, health and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety; and
- *[Insert any other reasons for processing special categories of personal data here]*

The Practice does not take automated decisions about you using your personal data or use profiling in relation to you. *[If automation/profiling is used in your Practice then please detail and explain the relevant processes here.]*

The Practice will only process special categories of individuals' personal data in certain situations in accordance with the law e.g. with their explicit consent. If the Practice requests consent to process a special category of an individuals' personal data, the reasons for the request will be explained. Individuals do not need to consent and can withdraw consent later if they choose by contacting Mrs R Reavill (Practice Manager).

The Practice does not need consent to process special categories of individuals' personal data when it is processed it for the following purposes:

[\*] against an item denotes reference to another document in the library

Version	Date Published	Review Status
2.0	March 2018	Updated April 2023

Changes from the previous version are marked with a line in the margin



- Where it is necessary for carrying out rights and obligations under employment law;
- Where it is necessary to protect individuals' vital interests or those of another person where one or both parties are physically or legally incapable of giving consent;
- Where the individual has made the data public;
- Where processing is necessary for the establishment, exercise or defence of legal claims; and
- Where processing is necessary for the purposes of occupational medicine or for the assessment of the individuals' working capacity.

## Sharing Your Personal Data

Sometimes the Practice might share your personal data with group companies or our contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

The Practice does not send your personal data outside the European Economic Area. If this changes you will be notified and the protections in place to protect the security of your data will be explained.

## Processing Personal Data for the Practice

All staff who work for, or on behalf of, the Practice has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this Data Protection policy and the Practice's Records Retention Policy<sup>[\*]</sup> and Computer and Data Security Procedure<sup>[\*]</sup>.

The Practice's Data Protection Officer/Data Protection Manager is responsible for reviewing this policy and updating the Managing Partners on the Practice's responsibilities for data protection, and any risks in relation to the processing of data. Any questions related to this policy or data protection should be directed to Mrs R Reavill (Practice Manager).

**Please contact the Data Protection Officer/Data Protection Manager if you have any questions about data protection, or if you become aware of any potential improvements or vulnerabilities in data protection or data security that the Practice can improve upon.**

[\*] against an item denotes reference to another document in the library

Version	Date Published	Review Status
2.0	March 2018	Updated April 2023

Changes from the previous version are marked with a line in the margin



Any deliberate or negligent breach of this policy may result in disciplinary action being taken in accordance with the Practice's Disciplinary Procedure [\*].

It is a criminal offence to conceal or destroy personal data which is part of a Subject Access Request. This conduct would be regarded as gross misconduct under the Practice's Disciplinary Procedure [\*], which could result in dismissal.

### Handling Data Breaches

The Practice has robust measures in place to minimise and prevent data breaches from occurring. Should a breach of personal data occur, the Practice will make note of the relevant details and circumstances, and keep evidence related to that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals then the Practice will notify the Information Commissioner's Office within 72 hours.

If you are aware of a data breach you must contact [insert name and role] immediately and retain any related evidence to the breach that you may have.

### Subject Access Requests

Data subjects can make a Subject Access Request ('SAR') to access the information the Practice holds about them, further information on this is available in the Practice's Subject Access Request Policy.

### Review Procedure

This policy will be reviewed regularly to ensure that it remains up-to-date and effective. Any changes to the policy will be communicated to all workers, employees and consultants.

[\*] against an item denotes reference to another document in the library