

# Privacy Notice – HR, Staffing, Employment, Recruitment & Training

This Practice collects and stores information pertaining to staff for the purposes of HR, employment, recruitment and training.

Information is collected and stored about prospective, current and past employees, including self-employed and temporary staff.

Data is collected for purposes including recruitment, occupational health, vetting checks, staff training and payroll.

We share information with the following organisations with your explicit consent or when the law allows: future employers reference request and HM Revenue & Customs.

<b>1) Controller</b> contact details	Manor Brook Medical Centre 117 Brook Lane London SE3 0EN <a href="https://www.manorbrookmedicalcentre.co.uk/">https://www.manorbrookmedicalcentre.co.uk/</a>
<b>2) Data Protection Officer</b> contact details	David Birkenshaw GP Data Protection Officer <a href="mailto:gpdpo@selondonics.nhs.uk">gpdpo@selondonics.nhs.uk</a>
<b>3) Purpose</b> of the sharing	Legal Obligation
<b>4) The Lawfulness Conditions and Special Categories</b>	The lawful basis for processing, storing and sharing this data under UK Data Protection Legislation are -  Article 6(1)(c) “the processing is necessary for compliance with any legal obligation to which the controller is subject”.  And in addition, an Article 9 condition for processing must also be adhered to: -  Article 9(2)(b) – ‘processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment’.
<b>5) Recipient or categories of recipients</b> of the shared data	The data will be shared with HM Revenue & Customs and future employers where a reference is requested.
<b>6) Rights to object</b>	You have the right under Article 21 of the UK GDPR to object to your personal information being processed. Please contact the Practice if you wish to object to the processing of your data. You

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	<p>should be aware that this is a right to raise an objection which is not the same as having an absolute right to have your wishes granted in every circumstance.</p> <p>GP Practices process personal data under Article 6(1)(c) on a lawful and legitimate basis where the organisation is obliged under law to comply with.</p> <p>By complying with these laws, the Practice has compelling legitimate grounds for the processing which override the interests, rights and freedoms in the right to object.</p>
<b>7) Right to access and correct</b>	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
<b>8) Retention period</b>	The data will be retained for the period as specified in the specific employment protocol(s).
<b>9) Right to Complain.</b>	<p>You have the right to complain to the Information Commissioner's Office, you can use this link <a href="https://ico.org.uk/make-a-complaint/data-protection-complaints/">https://ico.org.uk/make-a-complaint/data-protection-complaints/</a></p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>