

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

Plain English explanation

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.

On 10 November 2021, NHS England and NHS Improvement (NHSEI) issued a letter to health and social care service providers acknowledging the announcement made by the Department of Health and Social Care (DHSC) that individuals undertaking CQC regulated activities in England must be fully vaccinated against Covid-19 no later than 1 April 2022 to protect patients, regardless of their employer, including secondary and primary care.

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 where a reference is requested and www.dclltd.com

1) Controller contact details	Southborough Lane Surgery, Crown Medical Centre, 3 Mackintosh Street, Bromley. BR2 9GT
2) Data Protection Officer contact details	Email: gpdpo@selondonics.nhs.uk Telephone: 020 8176 1198
3) Purpose of the sharing	Legal Obligation
4) The Lawfulness Conditions and Special Categories	The lawful basis for processing, storing and sharing this data 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’.
5) Recipient or categories of recipients of the shared data	The data will be shared with future employers where a reference is requested and www.dclltd.com
6) Rights to object	You do not have to consent to your data being used for this purpose. You can change your mind and withdraw your consent at any time. Contact the Controller or the practice.

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7) Right to access and correct	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
8) Retention period	The data will be retained for the period as specified in the specific employment protocol(s).
9) Right to Complain.	You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate) There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)