

# 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	<b>Forge Close Surgery</b> Forge Close, Hayes, Bromley, Kent, BR2 7LL  Tel: 020 8462 1601
<b>2) Data Protection Officer</b> contact details	<b>Danielle Gibbons</b> 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.

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<b>6) Rights to object</b>	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.
<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>