

Data Protection Rights

1. TO BE INFORMED

Individuals should know what information is collected, how it is used, how long it is held for, who it is shared with. This is available within Privacy Notices.

2. SUBJECT ACCESS

Right of access to information held about you.

3. TO RECTIFICATION

Right to have information corrected if inaccurate.

4. TO ERASURE

Known as 'Right to be forgotten'.
Right to have information deleted.

5. RESTRICT PROCESSING

To limit what organisations can do with your information, including who to share it with.

6. DATA PORTABILITY

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability

7. TO OBJECT

To stop an organisation processing your data.

8. RIGHTS RELATING TO AUTOMATED DECISION MAKING

There are provisions on:

- automated individual decision-making; making a decision solely by automated means without any human involvement.
- profiling; automated processing of personal data to evaluate certain things about an individual.

Who Can I Contact?

The Trust's Data Protection Officer's contact details are:

Katie Sparrow, Head of IG and Data Protection Officer
Tel: 0121 612 8017
Email: katie.sparrow@nhs.net

If you want a copy of the information that we hold about you please contact the Information Governance Team on:

Email: bcpft.infogov@nhs.net

Write to:

Information Governance Team
Black Country Partnership NHS FT
Delta House
Delta Point
Greets Green Road
West Bromwich
B70 9PL

You also have the right to contact the Data Protection Regulator about any concerns you may have about the use of your information. They can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/global/contact-us/email/>
<https://ico.org.uk/>

Employee Privacy Notice

How we use your Information

Why do we collect information about you?

We need to obtain information about you without which we would be unable to employ you. Your information enables us to meet various administrative and legal obligations for example ensuring you have a right to work within the UK, paying you and for tax purposes.

Information about why we collect specific information will be provided to you via the Trusts recruitment process, the information required will depend on the job role you have applied for and your previous NHS employment.

Do we have a Lawful Basis for Processing your Information?

Yes; The Trust has the following Lawful basis for processing your information under Article 6 of the General Data Protection Regulation (GDPR); processing is necessary for a contract we have with you (the individual).

When we are assessing your character and suitability for any such appointment, it is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Please note that this Privacy Notice does not form part of any contract of employment or other contract to provide services; it is to inform you about the use of your information as an employee of the Trust.

What will we collect?

The records that we keep about you will include:

- Personal details about you, such as name, address, date of birth, next of kin and telephone numbers.
- Sensitive details about you such as ethnicity (if given), gender.
- Education and Qualifications
- Criminal Convictions
- Training
- Bank Account Details
- Tax Status
- Occupational Health information
- Photographs
- NHS Service History (where applicable)

It is essential that we have your correct if your details change please inform us as soon as possible.

How do we collect your Information?

We typically collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider.

We may also collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will collect additional personal information in the course of job-related activities throughout the time you work for us.

For further information about the Trusts Human Resource Processes please review the Human Resources policies and procedures available to you via the Trusts intranet and internet sites.

What will we do with your information?

Information will be used in line with your contract of employment. The Trust will also utilise your information to ensure you access appropriate training and support within the workplace.

Your information will be used to process your pay including taxation and pension contributions

Photographs will be used to issue ID badges and Smartcards, where necessary.

The Trust also utilises your information to ensure that we are providing equal opportunities to staff, such as to assess bias in pay levels.

Do we share your information?

Yes the Trust does share information. We will only ever pass this information about you if:

- It aids the prevention and detection of serious crime
- We have your consent
- There is a legal reason for the sharing of your information
- We have received a reference request for you

We will not disclose your information to a third party without your consent unless there are exceptional circumstances; such as when the health and safety of others is at risk or if the law requires us to.

Personal data, including sensitive personal data, may be shared between members of staff who legitimately need the information to carry out their normal duties to support your time with us.