

Privacy Notice: Staff Records

This Privacy Notice is aimed at applicants, employees (and former employees), workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

What we do

Queen Victoria Hospital NHS Foundation Trust ('QVH') is a specialist NHS hospital providing life-changing reconstructive surgery, burns care and rehabilitation services for people across the South of England. We are a centre of excellence, with an international reputation for pioneering advanced techniques and treatments. Everything we do is informed by our passion for providing the highest quality care, the best clinical outcomes and a safe and positive patient experience.

In being a centre of excellence we have excellent staff, and in order to carry out our business in both recruiting and looking after you we collect and process some personal data. QVH is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

We recognise the need to treat staff personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

What information does QVH collect?

QVH collects and processes a range of information about you. This includes:

Personal details	including your name, data of birth, gender, marital status and national insurance number;
Contact details	including your address, personal email address and telephone number;
Confirmation of your identity	such as a copy of your driving licence;
Information about your employment with us	the terms and conditions of your employment, details of your schedule (days of work and working hours) and attendance at work;
Recruitment information	details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with QVH, your nationality and entitlement to work in the UK, professional memberships, training records, your criminal record, references and any other information included in a CV or cover letter as part of the application process;
Information about your remuneration	including entitlement to benefits such as pensions or insurance cover, details of your bank account;
Information about your family and others	your next of kin, dependents and emergency contacts;
Details of periods of leave taken by you	including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
Disciplinary and grievance information	details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
Your performance with us	assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
Information about your health	information about medical or health conditions, including whether or not you have a disability for which QVH needs to make reasonable adjustments;
Equal opportunities monitoring information	including information about your ethnic origin, sexual orientation, health and religion or belief; and
Security information	such as CCTV footage, photographs of you and swipe card information.

How we collect your information

QVH may collect the above information about you in a variety of ways, including:

- **from you directly as part of the recruitment process**, such as through application forms or CVs, from documents you provide to us, such as identity documents, from forms completed by you at the start of or during employment (such as benefit nomination forms), from correspondence with you, or through interviews, meetings or other assessments.
- **from third parties as part of the recruitment process**, such as referees, background check providers, credit reference agencies and criminal records checks.
- **in the course of your employment**, in the course of job-related activities throughout the period of your employment with us.

Storing your information

Your data will be stored in a range of different places, including in your personnel file, in QVH's HR management systems and in other IT systems (including QVH's email system).

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in accordance with the [Records Management Code of Practice for Health and Social Care 2016](#).

Why does QVH process personal data?

QVH needs to process your personal data for a number of purposes, each of which has a basis in law. We have set out below the different purposes for which we collect and use your personal data, along with the lawful bases we rely on to do so.

Why we use your information	Our lawful basis for using your information
Assessment: to assess your skills, qualifications and suitability for the role you have applied for.	Necessary to take steps to enter into an employment contract with you. Necessary to meet legal / regulatory obligations . Necessary for us to carry out our rights and obligations as your potential employer .*
Communication: to communicate with you during the recruitment process.	Necessary for our employment contract with you.
Records: to keep records of our hiring processes and to maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights	Necessary for our employment contract with you. Necessary for our legitimate interests in ensuring good employment practices.
Legal monitoring and compliance: to comply with our legal obligations such as to prevent fraud, to check your entitlement to work in the UK, to provide you with statutory leave and equal opportunities	Necessary to meet legal / regulatory obligations . Necessary to take steps to enter into and perform our employment contract with you.

Why we use your information	Our lawful basis for using your information
monitoring and reporting	Necessary for us to carry out our rights and obligations as your potential employer .*
<p>Adjustments: to consider whether we need to provide appropriate disability adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview and, once you are an employee, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits</p>	<p>Necessary to take steps to enter into and perform our employment contract with you.</p> <p>Necessary to meet legal / regulatory obligations.</p> <p>Necessary for us to carry out our rights and obligations as your potential employer.*</p> <p>Necessary to assess the working capacity of employees/potential employees*.</p>
<p>Monitoring performance: conducting performance reviews; managing performance and determining performance requirements; considering education, training and development requirements; assessing qualifications for a particular job or task, including decisions about career development; succession planning and workforce management purposes</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary to meet legal / regulatory obligations.</p> <p>Necessary for our legitimate interests in ensuring good employment practices.</p>
<p>Payment, salary and benefit related activities: making payments to you, deducting tax and National Insurance contributions, liaising with your pension provider, making decisions about salary reviews and compensation, providing you with agreed benefits and leave (including maternity, paternity, adoption, parental and shared parental leave)</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary for us to carry out our rights and obligations as your potential employer.*</p> <p>We will seek your explicit consent in order to share your personal data (including information about your health) with third party providers of benefits.*</p>
<p>Day to day employment activities: administering the contract we have entered into with you, business management and planning, including accounting and auditing</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary for our legitimate interests in ensuring good employment practices.</p> <p>Necessary for us to carry out our rights and obligations as your potential employer.*</p>
<p>Grievance, disciplinary or legal disputes: gathering evidence for possible grievance or disciplinary hearings, dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary for our legitimate interests in ensuring good employment practices.</p> <p>Necessary to meet legal / regulatory obligations.</p> <p>Necessary for the establishment, exercise or defence of legal claims.*</p>
<p>Determining your continued employment / engagement: making decisions about your continued employment or engagement, making arrangements for the termination of our working</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary to meet legal / regulatory obligations.</p>

Why we use your information	Our lawful basis for using your information
relationship	Necessary for us to carry out our rights and obligations as your potential employer .*
<p>Monitoring your health: managing and recording sickness absence, complying with health and safety obligations, ascertaining your fitness to work and obtaining occupational health advice to ensure we comply with duties in relation to individuals with disabilities, meet our obligations under health and safety law, and ensure that you are receiving the pay or other benefits to which you are entitled</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary to meet legal / regulatory obligations.</p> <p>Necessary for us to carry out our rights and obligations as your potential employer.*</p> <p>Necessary to assess the working capacity of employees*.</p> <p>Occasionally, we may require your explicit consent in order to obtain and disclose information about your health.*</p>
<p>Monitoring your use of our information and communication systems: to ensure compliance with our IT policies, to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution, to conduct data analytics studies to review and better understand employee retention and attrition rates</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary for our legitimate interests in ensuring good employment practices.</p>
<p>Staff surveys: to receive your views on the ways in which we could improve our services and improve your employment environment.</p>	<p>We will only collect and use this information if you have provided your consent for us to do so.</p>
<p>Providing references to future potential employers on request</p>	<p>Necessary to perform our employment contract with you.</p> <p>Necessary to meet legal / regulatory obligations.</p> <p>Necessary for our legitimate interests in complying with legal, regulatory and corporate governance obligations and maintaining good employment practice.</p>
<p>* This is an additional lawful basis which we need to rely on in order to use special categories of data such as information about your health</p>	

Sharing your information

Your data is kept securely and access is only given to authorised personnel on a strictly need to know basis. Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Where information is shared to parties outside of QVH, it is only to agencies / bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons (such as benefit providers). We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

We will not transfer your data outside of the EU.

The types of organisations with whom we may share your personal information include:

- **Service providers**, such as payroll and occupational health services, 'TRAC' to enable quicker recruitment, the Electronic Staff Record to ensure confidential storage of staff information and payroll information and COHORT to ensure secure transfer of occupational health records;
- **Our insurers** (such as employees' life insurance and private medical insurance providers);
- **Regulators and other professional registration organisations** (e.g. in respect of fitness to practice hearings);
- **The Police and other law enforcement agencies** (in limited circumstances we may share your personal data with the police if required for the purposes of criminal investigations and law enforcement);
- **Professional advisors** (such as lawyers, in the exercise or defence of legal claims);
- **Benefits providers** (such as pension administration);
- **e-recruitment and job applicant tracking**;

We may also share information with other bodies that inspect and manage public funds to detect and prevent crime and fraud, or other organisations involved with a transfer of services in which you are involved.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information.
- **Request correction** of your information if it is inaccurate or incomplete.
- **Request deletion** of your information in certain circumstances, where there is no need for us to continue processing it.
- **Object to the processing** of your information
- **Request the restriction of processing** of your information.
- **Request the transfer** of your information to another organisation's IT system in a safe and secure way, without impacting the quality of the information.
- **Challenge automated decision making**, i.e. any decisions made without human intervention.
- **Withdraw your consent** where we are using your data for a particular purpose based on your consent.

Please visit QNET for further details on this.

If you would like to amend the staff records and information we hold for you, you can do this yourself through ESR self-service, otherwise please contact: qvh.workforceservices@nhs.net

Access to records and queries

If you have any questions, a complaint or wish to enforce any of your rights set out above, please contact the Information Governance Team:

Data Protection Officer
Information Governance Team
Queen Victoria Hospital NHS Trust
Holtye Road
RH19 3DZ

Telephone: 01342 306623

You have the right to complain to the Information Commissioner's Office (the "ICO") if you are not satisfied with the way we use your information. You can contact the ICO by writing to The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.