

EMPLOYEE PRIVACY NOTICE

As a result of a revision of the Data Protection Act 1988, the new General Data Protection Regulation requires the Practice to ensure that our employees are aware of what personal data we hold on each employee, how we collect that data and with whom it is shared.

The Data Controller is: Rooley Lane Medical Centre

The Data Protection Officer is: Anita Summerfield - Practice Manager

What information is gathered

Personal information held for each employee is split into four groups as follows:-

Group 1 (basic information)

- Name, date of birth, address, marital status, address, contact telephone numbers, your next of kin and a contact number for them, an email address, qualifications/certificates, C.V., references, job offer letter, signed contract, sickness record including sick notes etc. and timesheets.

Group 2 (Work and pay related information)

- Bank details, National Insurance Number, Payroll and Pension information/records.

Group 3 (shared information which is kept electronically)

- Contact telephone numbers, your next of kin and a contact number for them, holiday/sickness record and training record/certificates.

Group 4 (ad-hoc information)

Any other ad-hoc information which has either been generated or gathered throughout your employment, examples of these are as follows but this list is not exhaustive.

- 3Cs forms
- HMRC and/or Court letters etc.

Please note these documents will always have been discussed with the Practice Manager and the member of staff prior to being filed in your personnel file.

Where it is stored and who it is shared with (including why)

Paper format

Some of the information is collected at the time you start your employment with the Practice and some will be collected throughout your employment with the Practice. All information in paper format will be

kept in your Confidential Personnel Record and is held in a locked cabinet in the Practice Manager's Office. This office is also locked when the Practice Manager is not in the building.

Your personal information is used solely for the purpose of your employment (for example, your bank details are required in order that we may pay you by electronic banking).

Information stored electronically

All of the information in **Group 2** above is also kept electronically so that the Practice Manager is able to run the payroll, update NHS Pensions Agency (or NEST) the workplace pension provider in order that pensionable contributions are paid over appropriately. All of this information is only able to be accessed via the Practice Manager and it is password protected. Although, the Practice Accountants will also be able to see some of this information i.e. your name and payroll data as this information forms part of the practice accounts. Yorkshire Medical Accountants LLP is the practice accountants and has been for a number of years. They also have to comply with GDPR and confidentiality, so all your personal information is safe and secure at all times.

The information in **Group 3** is also kept electronically so that the members of the management team have access to this information. These are for company use only, i.e. in the event of an emergency when we need to contact your next of kin. The Management team will also access this information to keep your training record and holiday allowance up-to-date etc. Please note that this information is only accessible to the management team and is also password protected.

Apart from the information stipulated above no other Personal information will be shared with anyone outside of Rooley Lane Medical Centre without prior discussion and explicit consent from the member of staff.

You have the right to access this information to ensure that it is accurate. Please let the Practice Manager know if you would like to do this. Please inform the Practice Manager if you have a change in your circumstances e.g. your name, address or contact telephone number(s) so that your personnel record can be updated.

Retention period

Your personnel record will be kept until your 75th birthday or 6 years after you have left employment (whichever is the longest). A review will be taken of your record and a Staff Record Summary will be created, your main record will then be confidentially destroyed.

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I _____ have read and understood all the information in the above employee privacy notice and I am happy how my personal information is collected, stored, shared, retained and destroyed.

I am also aware that if I have any questions or queries about any aspect of this notice I can discuss this with Anita Summerfield.

Signed _____

Dated _____