

# Staff privacy notice - General Data Protection Regulation (GDPR)

## Privacy Notice – Employment Records

During the course of its employment activities, Wirral Community NHS Foundation Trust collects, stores and processes personal information about prospective, current and former staff. This Privacy Notice includes applicants, employees (and former employees), workers (including agency, casual and contracted staff), apprentices, honorary contract workers, trainees, volunteers and those carrying out work experience.

Wirral Community NHS Foundation Trust recognises the need to treat staff personal and special category 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 types of personal or special category data do we handle?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- contact details such as names, addresses, telephone numbers and Emergency contact(s)
- employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- bank details
- pension details
- medical information including physical health or mental condition (occupational health information)
- information relating to health and safety
- trade union membership
- offences (including alleged offences), criminal proceedings, outcomes and sentences
- employment Tribunal applications, complaints, accidents, and incident details
- visual images, personal appearance and behaviour, eg CCTV images are used as part of the building security

Our staff are trained to handle your information correctly and protect your confidentiality and privacy. We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

Your information is never collected or sold for direct marketing purposes. Your information is not processed overseas.

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### What is the purpose of processing data?

- staff administration and management (including payroll and performance)
- pensions administration
- business management and planning
- accounting and Auditing
- accounts and records
- crime prevention, safeguarding and prosecution of offenders
- education
- health administration and services
- information and databank administration
- sharing and matching of personal information for national fraud initiative

We have a legal basis to process this as part of your contract of employment (either permanent or temporary) or as part of our recruitment and management of staff processes following data protection and employment legislation.

### Sharing your information

There are a number of reasons why we share information. This can be due to:

- our obligations to comply with legislation
- our duty to comply with any Court Orders which may be imposed

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. Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

### Use of Third Party Companies

To enable effective staff administration Wirral Community NHS Foundation Trust will share your information with external companies to process your data on our behalf in order to comply with our obligations as an employer. This includes payroll and pensions processing and occupational health services as outlined below:

1. Payroll and Pensions: Data shared for purposes of payroll and pensions provision.
2. Occupational Health Services: Data shared for purposes of occupational health medical assessments and support services.
3. Employee Records; Contracts Administration (NHS Business Services Authority) The information which you provide during the course of your employment (including the recruitment process) will be shared with the NHS Business Services Authority for maintaining your employment records, held on the national NHS Electronic Staff Record (ESR) system.
4. Staff Survey: Data shared for purposes of a national requirement for NHS staff to be surveyed. Data will be shared securely with the contracted provider.

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5. Membership Engagement Services Limited: As a member of staff you are automatically enrolled into the Foundation Trust membership base with the option to 'opt out'. The trust's legal basis for processing is that it's necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. We share your information in order that they can host the membership database. It is not given to any other third party unless we are legally required to do so.

### Prevention and Detection of Crime and Fraud

We may use the information we hold about you to detect and prevent crime or fraud. We will also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

### Individuals' Rights

Data Protection law gives individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

### How do I access my employment record?

You have the right to see your employment record and receive a copy. Any requests for access to your employment record should be forwarded on to: [wcnt.HRDivision@nhs.net](mailto:wcnt.HRDivision@nhs.net)

Should you have any concerns about your information, please contact our Data Protection Officer:  
Email: [WCNT.DPO@nhs.net](mailto:WCNT.DPO@nhs.net) Tel: 0151 514 2202

If you are still unhappy with the outcome of your enquiry you can write to:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Tel: 01625 545700

If you would like this information in another format, please contact the Your Experience Team on freephone 0800 694 5530. Alternatively you can email [wcnt.yourexperience@nhs.net](mailto:wcnt.yourexperience@nhs.net)

For general enquiries please ring: 0151 514 2888

