

Employee Privacy Notice

The Practice collects and processes personal data relating to its employees to manage the employment relationship. The Practice is committed to being transparent about how it collects and uses that data to meet its data protection obligations.

As employers we need to keep certain information so that we can remain your employer and manage payments. This is a combination of personal and financial information. We are required by law to hold certain types of data on those we employ under the Health and Social Care Act.

We are also required by HMRC and various taxation laws, such as "The Income Tax (Pay As You Earn) Regulations 2003" to keep financial records.

1) Data Controller contact details	St Davids Surgery, 36 New Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SS Tel: 01437 720303
2) Data Protection Officer contact details	Nicola Davies, Practice Manager, St Davids Surgery, 36 New Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SS Tel: 01437 720303
What information does the Practice collect?	<p>Your name, address, contact details, including email address and telephone number, date of birth and gender.</p> <p>The terms and conditions of your employment</p> <p>Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the practice</p> <p>Information about your remuneration, including entitlement to benefits such as pensions or insurance cover</p> <p>Details of your bank account and national insurance number</p> <p>Information about your marital status, next of kin, dependents and emergency contacts.</p> <p>Information about your nationality and entitlement to work in the UK.</p> <p>Information about your criminal record</p> <p>Details of your schedule (days of work and working hours) and attendance at work</p> <p>Details of periods of leave taken by you, including holidays, sickness absence, family leave and sabbaticals, and the reason for the leave.</p> <p>Details of any disciplinary or grievance procedures in which you have been involved, including warnings issues to you and related correspondence.</p> <p>Assessments of your performance, including appraisals, performance reviews and training you have participated in, performance plans and related correspondence.</p> <p>Information about medical or health conditions, including whether or not you have a disability for which the practice needs to make reasonable adjustments.</p> <p>Details of trade union membership.</p> <p>Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or</p>

	belief.
How does the Practice collect this information?	<p>Application forms, CVs, copies of identity documents, induction forms, correspondence and through meetings or other appraisals.</p> <p>The Practice will also collect personal data about you from third parties such as references supplied by former employers, information from criminal records checks.</p> <p>The data will be stored in your Personnel File in a locked filing cabinet in the Practice Manager's Office.</p>
3) Purpose of the processing	<p>The Practice needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. We need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlement.</p> <p>In some cases, the Practice will need to process data to ensure that it is complying with its legal obligations, for example, to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. In other cases, the Practice has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Where a Practice relies on legitimate interest as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded they are not.</p>
4) Lawful basis for processing	<p>The legal basis will be</p> <p><i>Article 6(1)(c) "processing is necessary for compliance with a legal obligation to which the controller is subject."</i></p> <p>And</p> <p><i>Article 9(2)(h) "processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;"</i></p>
5) Recipient or categories of recipients of the shared data	<p>Your data will be shared internally with the Practice Manager, Line Manager and the Partners.</p> <p>The Practice shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.</p>

	<p>The Practice also shares your data with third parties that process data on our behalf, the provision of pension services, occupational health and the financial data will also be shared with HMRC.</p> <p>The Practice will not transfer your data to countries outside the European Economic Area.</p>
How does the Practice protect data?	The Practice takes the security of your data seriously. Internal policies and controls are in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and it is not accessed except by our employees in the proper performance of their duties.
How long does the Practice keep data?	The Practice will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are according to NHS Policies, taxation and employment law.
6) Rights to object	There is no right to have UK taxation related data deleted except after certain statutory periods.
7) Right to access and correct	You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have records deleted except when ordered by a court of Law.
8) Retention period	The data will be retained for active use during the processing and thereafter according to NHS Policies, taxation and employment law.
9) Right to Complain.	<p>You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/</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, https://ico.org.uk/</p>