



Employee Privacy Notice

Helix Medical Centre is committed to protecting the privacy and security of your personal information. We are a data controller. This means we are responsible for deciding how we hold and use personal information about you.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice.

Data protection officer: *Data Protection Officer (DPO) function for this practice is provided by Hertfordshire, Bedfordshire and Luton ICT services, hosted by NHS Hertfordshire and West Essex Integrated Care Board. If you wish to contact the DPO or have a concern about anything to do with the personal and healthcare information we hold about you (that was not resolved by your enquiry with the practice), please contact the Data Protection Officer at HBLICT hosted by NHS Hertfordshire and West Essex Integrated Care Board at: hweicbenh.dpo-gpcontractedservice@nhs.net**

*In this initial email, please only indicate you wish to raise a concern about how your personal information is being processed. Please do not provide any details at this stage. On receipt of this email you will be contacted and requested to provide adequate, relevant and limited information necessary in relation to the purposes for which your concern is being processed.

Data controller: Michelle Ford – Practice Manager

The Practice gathers and processes personal data relating to its employees to enable us to run the business and manage our relationship with you. We are committed to being open and transparent about how we gather and use that data and to meeting our data protection obligations.

Collecting information

We will collect and use the following types of personal data about you:

- recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of any pre-employment assessments;
- your contact details and date of birth;
- the contact details for your emergency contacts;
- your gender;
- your marital status and family details;
- information about your contract of employment (or services) including start and end dates of employment, role and location, working hours, details of promotion, salary (including details of previous remuneration), pension, benefits and holiday entitlement;
- your bank details and information in relation to your tax status including your national insurance number;
- your identification documents including passport and driving licence and information in relation to your immigration status and right to work for us;
- information relating to disciplinary or grievance investigations and proceedings involving you (whether or not you were the main subject of those proceedings);
- information relating to your performance and behaviour at work;
- training records;
- electronic information in relation to your use of IT systems/swipe cards/telephone systems;
- your images (whether captured on CCTV, by photograph or video);
- any other category of personal data which we may notify you of from time to time.

The Practice may collect this information in a variety of ways. For example, from application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as pensions benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.



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This personal data might be provided to us by you, or someone else (such as a former employer, your doctor, or a credit reference agency, and information from criminal records checks permitted by law) or it could be created by us.

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

Processing your personal data

The Practice will process your personal data (including special categories of personal data) in accordance with our obligations under the 2018 Act.

We will use your personal data for:

- performing the contract of employment (or services) between us;
- complying with any legal obligations
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing.

We will process employee data for the purposes of:

- recruitment and promotion procedures;
- maintaining 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;
- operating and recording disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operating and recording employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operating and recording absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtaining occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operating and recording other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the Practice complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensuring effective general HR and business administration;
- providing references on request for current or former employees; and
- responding to and defending legal claims.

Special categories of personal data

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the Practice processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the Practice uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Sharing your personal data

Your information may be shared internally with the Partners, Management Team, along with our HR Department, Payroll Department, IT Department where access to the data is necessary for performance of their role.



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Sometimes we might share your personal data with other Practices within our Group, or our contractors and agents to carry out our obligations under our contract with you or for our legitimate interests. For example to obtain employment background checks from third-party providers, obtain necessary criminal records checks from the Disclosure and Barring Service, payroll, the provision of benefits and the provision of occupational health services.

The Practice may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The Practice will not transfer your data to countries outside the European Economic Area.

Protection of personal data

The Practice has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures may be obtained from the Data Controller, Michelle Ford.

Where the Practice engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Practical measures to ensure the security of data.

Retention of data

The Practice will hold your personal data for the duration of your employment and for a period following the end of your employment (as set out in our Records Retention Policy).

The exception to this rule is the DBS certificate as the code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after six months¹.

Your data subject rights

- You have the right to information about what personal data we process, how and on what basis as set out in this document
- You have the right to access your own personal data by way of a subject access request
- You can correct any inaccuracies in your personal data.
- You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected
- While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made.
- You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop
- You have the right to object if we process your personal data for the purposes of direct marketing
- You have the right to receive a copy of your personal data and to transfer your personal data to another data controller. We will not charge for this and will in most cases aim to do this within one month
- You have the right to be notified of a data security breach concerning your personal data
- With some exceptions, you have the right not to be subjected to automated decision making
- In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later

If you would like to exercise any of these rights, or withdraw your consent, please contact the Data Controller, Michelle Ford.

¹ <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#storing-information-for-dbs-certificate-information>



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Accessing your data

The practice is legally required to act on requests and provide information free of charge with the exception of requests that are manifestly unfounded, excessive or repetitive.

If the practice determines this to be the case we may charge a reasonable fee or refuse to act on the request. We will acknowledge your request and provide the information within one month of receiving your request. Please send your request to Michelle Ford, Practice Manager & Data Controller.

Lodging a complaint

If you are not satisfied with our response or believe we are processing your personal information in a way that is not in accordance with the law, you have the right to lodge a complaint with the supervisory authority in the UK responsible for the implementation and enforcement data protection law: the ICO. You can contact the ICO via the following:

Website: <https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

Version:	Review date:	Edited by:	Approved by:	Comments:
1	Dec 18	Michelle Ford	Dr J Takhar	Original
2	July 2020	Fiona Scofield	Michelle Ford	Exception of DBS certs added under retention of data. 'Accessing your data' paragraph added. 'Lodging a complaint' paragraph updated.
3	August 2021	Michelle Ford	Michelle Ford	DPO email address updated.
3	August 2022	Michelle Ford	Michelle Ford	Reviewed CCG amended to ICB
4	April 23	Michelle Ford	Michelle Ford	Reviewed / updated logo & new surgery name