

Adelaide and St Levan Surgery

EMPLOYEE PRIVACY NOTICE

As a result of a revision to the Data Protection Act 1988, the new General Data Protection Regulation (GDPR) requires the Practice to ensure that our employees are aware of:

- what personal data we hold on each employee
- how we collect that data
- with whom it is shared

The Data Controller is: Adelaide and St Levan Surgery

The Data Protection Officer is: Bex Lovewell, email bex.lovewell@nhs.net or postal address: Delt Shared Services Ltd, Building 2 – DELT, Derriford Business Park, Plymouth, PL6 5QZ

Personal information held for each employee consists of:

- Name
- Date of birth
- Sex
- National Insurance Number
- Address
- Contact telephone numbers
- Next of kin and their contact telephone number
- An email address
- Bank Details
- HMRC and Pay Details
- Medical Certificates and Occupational Health Reports

The information is collected from the time you apply for a job with the Practice. It is held in your Confidential Personnel Record in a locked cabinet in the Managing Partner's Office and also held on the secure drive on the server and within payroll software. Telephone numbers and Doctors identification numbers are displayed on Noticeboards in the Admin and Reception Offices.

Your personal information is used solely for the purposes of your employment (for example your bank details are required in order that we can pay you via electronic banking).

It is necessary for the Practice to share some or all this data with the following external agencies for the reasons stated:

- NHS Pensions Agency in order that pension contributions are allocated correctly
- DCC Employment check in order that a Disclosure & Barring Service (DBS) check may be carried out at the commencement of employment
- DELT IT Services (Registration Authority) in order to issue an NHS Smartcard which is essential for your employed role

- NHS England (NHS Digital) – there is a contractual requirement for the Practice to submit data for the NHS Digital General Practice Workforce Minimum Data Set, for assessment of workforce pressures in Primary Care
- HMRC via RTI (Real Time Information) for purposes of ensuring that the correct tax code is issued
- Co op Bank for purposes of making salary payments
- Payedoc
- SystmOne for purposes of setting up a user account on the clinical system which is essential for your employed role
- MDU (Medical Defence Union) for professional indemnity insurance where employee's role is clinical
- ICE/ NHS Mail/ Open Exeter
- This is list is not exhaustive

Please note, where we have next of kin details and their contact information, these are not shared with these agencies – these details are for Practice use only, in the event of an emergency when we need to contact your next of kin.

Personal information is not shared with anyone else outside of the Practice. You have the right to access this information to ensure that it is accurate. Please let the Managing Partner know if you would like to do this.

Please note that both surgeries have CCTV systems in public areas such as corridors, waiting areas and reception. Telephone calls in and out of the practices are recorded.

Please inform the Operations Manager if you change your name, address or contact telephone number(s) so that your personnel record may be updated.

Staff have the right to complain to the ICO if you believe there is a problem with the way your data is being handled by the Practice.

Data will be retained for a period of time in line with current NHS Data Retention Policies.

Please note, this Privacy Notice and is subject to change.