

Privacy Notice – Employment Records

City Health Care Partnership CIC (CHCP CIC) collects, stores, and processes personal information to support employment activities, assignments, and obligations as an employer. This includes prospective, current and former employees, as well as workers employed via agencies, volunteers, trainees and those undertaking work experience.

We recognise the importance of treating personal and sensitive data in a fair and lawful manner. Personal information will only be processed when the requirements for fair and lawful processing are met.

What types of personal data do we handle?

To fulfil our obligations and support work assignments, CHCP CIC processes the following types of data:

- Personal demographics (e.g. gender, race, ethnicity, sexual orientation, religion)
- Contact details (e.g. name, address, telephone number, emergency contacts)
- Photograph and agency placement checklist
- Employment records (e.g. professional memberships, references, proof of eligibility to work in the UK and security checks)
- Employment history and work experience from CVs (including HMRC information)
- Working arrangements (e.g. pay rate, hours of work, IR35 assessment)
- Bank and pension details
- Vaccination or exemption status
- Medical information (e.g. physical or mental health conditions, occupational health data)
- Health and safety information
- Trade union membership
- Criminal records (including alleged offences)
- Employment tribunal applications, complaints, accidents and incident details.

We train our staff to handle your information appropriately to protect confidentiality and privacy. Information is never collected or sold for direct marketing purposes and is not processed overseas.

What is the purpose of processing data?

The personal information we process enables us to:

- Administer staff and payroll
- Manage pensions and benefits
- Support business management, planning, accounting and auditing
- Prevent and detect crime and fraud
- Comply with legal and statutory obligations
- Administer health services and education
- Maintain records for national fraud initiatives
- Share information with commissioners for specific service contracts

Most data regarding agency workers is provided by their employing agency. This enables us to audit compliance, manage working arrangements and ensure payment to the agency.

Sharing your information

There are several reasons why we share information. This can be due to:

- Our obligations to comply with legislation
- Our duty to comply with court orders that may be imposed
- Necessary for supporting employee health and wellbeing, such as sharing relevant information with our occupational health and wellbeing (OccWellbeing) services.

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 where we have a legal basis or where you have consented to the disclosure of your personal data to such persons.

Use of Third Party Companies

To enable efficient administration, CHCP CIC may share data with external companies processing information on our behalf. This includes sharing with the NHS Business Services Authority for maintaining records on the Electronic Staff Records (ESR) system.

Preventing and Detection of Crime and Fraud

We may use the information we hold about you to detect and prevent crime or fraud. We may 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

Individual Rights

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

- To be informed, why, where and how we use your information
- Request access to your data. This right is provided under **Article 15 of the UK General Data Protection Regulation (UK GDPR)** and **Section 45 of the Data Protection Act 2018**, which entitles you to:
 - Obtain confirmation that your personal data is being processed
 - Access a copy of your data
 - Receive supplementary information about how your data is processed
- To ask for your information to be corrected if it is inaccurate or incomplete
- To ask for your information to be deleted or removed where there is no need for us to continue processing it
- To ask us to restrict the use of your information
- 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
- To object to how your information is used



- To challenge any decision made without human intervention (automated decision making).

For more details, please visit the CHCP CIC website or contact:

Data Protection Officer: Claire Attwood

Telephone: 01482 976826

If you wish to lodge a complaint about the use of your information, please email

chcp.accesstorecords@nhs.net

Unresolved complaints can be directed to:

The Information Commissioner

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545700