

# Privacy Notice – HR, Staffing, Employment, Recruitment & Training

## Plain English explanation

This Clinical Commissioning Group collects and stores information pertaining to staff for the purposes of HR, Employment, Recruitment and Training.

Information is collected and stored about prospective, current and past employees, including self-employed and temporary staff.

Data is collected for purposes including recruitment, occupational health, vetting checks, staff training and payroll.

We commission NEL to carry out and manage our HR processes.

We share information with the following organisations with your explicit consent or when the law allows: Health Management Limited, Disclosure and Barring Service, NHS Shared Business Services, HMRC and future employers where a reference is requested.

<b>1) Controller</b> contact details	NHS Nene Clinical Commissioning Group Francis Crick House, Summerhouse Road, Moulton, Northampton NN3 6BF
<b>2) Data Protection Officer</b> contact details	Claire Edgeworth Email: <a href="mailto:nelcsu.dpo@nhs.net">nelcsu.dpo@nhs.net</a> Phone: 03000 428438
<b>3) Purpose</b> of the sharing	Legal Obligation
<b>4) The Lawfulness Conditions and Special Categories</b>	The lawful basis for processing, storing and sharing this data are;-  Article 6(1)(c) “the processing is necessary for compliance with any legal obligation to which the controller is subject”  And in addition an Article 9 Condition for processing should be adhered to;-  Article 9(2)(b) – ‘processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment’
<b>5) Recipient or categories of recipients</b> of the shared data	The data will be shared with  NEL Commissioning Support Unit <a href="http://www.nelcsu.nhs.uk/">http://www.nelcsu.nhs.uk/</a>  Health Management Limited <a href="https://www.healthmanagement.co.uk/">https://www.healthmanagement.co.uk/</a>  Disclosure and Barring Service <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>  NHS Shared Business Services <a href="https://www.sbs.nhs.uk/">https://www.sbs.nhs.uk/</a>  HMRC <a href="https://www.gov.uk/government/organisations/hm-revenue-customs">https://www.gov.uk/government/organisations/hm-revenue-customs</a>

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<b>6) Rights to object</b>	<p>You have the right under Article 21 of the GDPR to object to your personal information being processed. Please contact the CCG if you wish to object to the processing of your data. You should be aware that this is a right to raise an objection which is not the same as having an absolute right to have your wishes granted in every circumstance.</p> <p>CCGs process personal data under Article 6(1)(c) on a lawful and legitimate basis where the organisation is obliged under law to comply with</p> <ul style="list-style-type: none"><li>• UK Employment Legislation</li></ul> <p>By complying with employment laws, the CCG has compelling legitimate grounds for the processing which override the interests, rights and freedoms in the right to object.</p>
<b>7) Right to access and correct</b>	<p>You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.</p>
<b>8) Retention period</b>	<p>The data will be retained for the period as specified in the specific employment protocol(s).</p>
<b>9) Right to Complain.</b>	<p>You have the right to complain to the Information Commissioner's Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></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, (see ICO website)</p>