

## **York Teaching Hospital NHS Foundation Trust and York Teaching Hospital Facilities Management Limited Liability Partnership (LLP)**

This privacy notice covers York Teaching Hospitals NHS Foundation Trust and its subsidiaries. Where we state 'Trust' this includes the Trust's subsidiaries.

### **Data Controller**

The data controller responsible for keeping your information is York Teaching Hospitals NHS Foundation Trust. We are registered with the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights. Our registration number is: Z4819561. Its subsidiary, York Teaching Hospital Facilities Management Limited Liability Partnership (LLP), registration number is: ZA382808.

### **Data Protection Officer**

It is a requirement that organisations appoint a Data Protection Officer. The Data Protection Officer is responsible for:

- informing and advising us and its employees about their obligations to comply with data protection laws
- monitoring compliance with data protection laws
- being the point of contact regarding data protection

Our Data Protection Officer is:

Fiona Jamieson, Deputy Director of Healthcare Governance  
York Teaching Hospital NHS Foundation Trust  
York Hospital  
Wigginton Road  
York  
North Yorkshire  
YO1 8HE

01904 725045

[InformationGovernanceManager@york.nhs.uk](mailto:InformationGovernanceManager@york.nhs.uk)

### **Why we collect your information**

The Trust has several legal bases that it uses to process your personal data, and these include consent, legitimate interest, public task, vital interest, contractual and legal obligation.

We only collect and use your information for the lawful purposes of administering the business of the Trust. These purposes include:

- To improve the management of the Trust workforce data
- To enable a comprehensive picture of the workforce and how it is deployed to be built up
- To inform the development of recruitment and retention policies
- To allow better financial modeling and planning
- To enable monitoring of ethnicity, sexual orientation, disability and other protected characteristics
- To keep images to identify you either as part of the various security access systems, including CCTV, or as part of an overall briefing system for senior managers
- To keep images that appear in Trust or other publications or websites to market and promote the Trust
- To allow the Trust policies to be implemented and acted upon when appropriate
- To enable the Trust to conduct administration related to your employment, including ensuring that staff are paid
- To gather evidence for disciplinary and other staff processes

### **What information we collect**

- Personal details such as name, address, telephone number(s), date of birth
- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Medical information
- Emergency contact(s)
- Education and training
- Employment details
- Membership of professional bodies and/or trade union(s)
- Bank details
- Pension details
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment tribunal applications, complaints, accidents and incident details
- Visual images, e.g. photographs on staff notice boards or CCTV monitoring
- Supervision and appraisal documentation

- Sickness absence and annual leave details

## **CCTV**

We have CCTV systems in some of our premises used by members of the public, for the purposes of public and staff safety and crime prevention and detection. CCTV is also installed on the outside of some of our buildings for the purposes of monitoring building security and crime prevention and detection.

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated. We operate CCTV and disclose in accordance with the codes of practice issued by the Information Commissioner.

## **Who we may share your information with**

We will not routinely disclose any information about you to anyone outside the Trust without your consent. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation. We may obtain and share personal information with a wide variety of other bodies, which may include, but is not limited to:

- Her Majesty's Revenue and Customs (HMRC)
- Department for Work and Pensions (DWP)
- Disclosure and Barring Service (DBS)
- Home Office
- Child Support Agency
- Regulatory bodies, e.g. NMC, GMC
- Law enforcement agencies including the Police and the Serious Organised Crime Agency

## **NHS Streamlining Process: Immunisations and Vaccinations**

As part of the NHS streamlining process, the aim of which is to improve efficiency when employees transfer from one provider of NHS services to another provider of NHS services, information about immunisations and vaccinations of all staff may be stored on the Occupational Health Module of the Electronic Staff Record (ESR). This information may then potentially be accessed by a prospective employer via an Inter Authority Transfer.

## **How we maintain the confidentiality of your information**

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- [Data Protection Act](#)
- [The General Data Protection Regulations 2016](#)
- [Human Rights Act 1998](#)
- Common Law Duty of Confidentiality
- [Health and Social Care Act 2012](#)
- [Confidentiality Code of Practice 2003](#)
- [Information Security Management Code of Practice 2007](#)
- [Records Management Code of Practice for Health and Social Care 2016](#)
- [Information: To Share or Not to Share Review](#)

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential. Staff also undertake data security training.

### **How long we keep your information for**

We store information for the time stipulated in [Records Management Code of Practice for Health and Social Care 2016](#).

### **Your rights**

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

1. To be informed why, where and how we use your information.
2. To request access to your information.
3. To request information to be corrected if inaccurate or incomplete.
4. To request for your information to be deleted or removed where there is no need for us to continue processing it.
5. To request us to restrict the use of your information.
6. To request 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.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).

### **Accessing your information**

Data protection laws give you the right to request access to your information. Please contact the Human Resources Team:

Human Resources Team  
York Teaching Hospital NHS Foundation Trust  
York Hospital  
Wigginton Road  
York  
North Yorkshire  
YO31 8HE

### **Requesting information to be corrected**

If you believe your information is inaccurate or incomplete please contact your line manager.

### **Concerns**

Should you wish to raise a concern about the use of your information, please contact a member of the Human Resources Team:

Human Resources Team  
York Teaching Hospitals NHS Foundation Trust  
York Hospital  
Wigginton Road  
York  
North Yorkshire  
YO31 8HE

If you remain unhappy with the outcome of your enquiry you can contact the Information Commissioner:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)