

## Staff COVID-19 Vaccination Privacy Notice

### Why are we collecting your information?

This Privacy Notice has been written to inform you that York and Scarborough Teaching Hospital NHS Foundation Trust (the Trust) processes information about you in order to manage your employment and services provided by the Trust.

### Who do we collect your information from?

This information is either collected directly from yourself, or if you received your vaccination at the Trust this will be collated.

Where you received your vaccine outside of the Trust this will be checked against the National Immunisation and Vaccination System and matched against ESR.

### Who are we?

The Trust is a 'Data Controller', this means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Rebecca Bradley (Head of Information Governance) to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with Data Protection legislation and to oversee data protection procedures.

The DPO contact details are:

**York and Scarborough Teaching Hospital NHS Foundation Trust**

**York Hospital**

**Wigginton Road**

**York**

**North Yorkshire**

**YO31 8HE**

[Information.governance@york.nhs.uk](mailto:Information.governance@york.nhs.uk)

### What Information are we collecting?

- Personal identifiers (your name, address, date of birth etc);
- NHS number, to locate vaccination record
- Whether you have received a COVID-19 vaccination (both vaccines)

### What is our lawful basis for processing your information?

By providing this information, or receiving a vaccine you have consented to providing the Trust this information.

If you want to withdraw this information please speak to your line manager.

When the legislation has come into effect to mandate the need for patient facing staff to have been vaccinated against COVID-19 our lawful basis is:

Article 6(1)(c) Legal obligation and Article 9(2)(h) Health and Social purposes; Schedule 1, Part 1, Paragraph 2 specifically in relation to the assessment of the working capacity of an employee.

### How long do we keep your information for?

This information will be held in line with recommended retention, found [here](#): Until 75th birthday or 6 years after the staff member leaves whichever is sooner.

**Who do we share your information with?**

This information is not shared outside the Trust.

**Do we transfer your information outside the UK?**

No.

**What rights do you have over your data?**

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above. To put in a Subject Access Request please contact your HR business partner.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

**First Contact Team**

**Information Commissioner's Office**

**Wycliffe House Water**

**Lane Wilmslow**

**Cheshire**

**SK9 5AF**

**casework@ico.org.uk // 0303 123 1113**