



PRIVACY NOTICE – Doctors and Staff

The Practice is responsible for providing Primary Care Services to the local population of Fareham and employs GPs and Staff to this end.

We collect staff personal confidential information for personnel purposes. This may include, name, date of birth, address, National Insurance and Tax information, health related information, bank details and other correspondence relating to employment.

We may share your information with other organisations in the Practice's duty as an employer but are bound by the law to only share where necessary and under the General Data Protection Regulations.

People who have access to your information will only normally have access to that which they need to fulfil their roles.

We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 9 subsections.

1) Data Controller contact details	Dr Katie Dixon On behalf of The Partners The Highlands Practice 102 Highland Road Fareham PO15 6JF Tele: 01329 845777
2) Data Protection Officer contact details	TBA
3) Purpose of the processing	To maintain staff records in the course of Employment of Staff and to enable the Practice to fulfil Employment Contracts.



PRIVACY NOTICE – Doctors and Staff

<p>4) Lawful basis for processing</p>	<p>The processing of personal data in the delivery of employment of staff is supported under the following Article 6 and 9 conditions of the GDPR:</p> <p style="text-align: center;"><i>Article 6(1)(b) ‘...necessary for a contract with an individual’.</i></p> <p style="text-align: center;"><i>Article 9(2)(b) ‘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.’</i></p> <p>Organisations and their employees will also respect and comply with their obligations under the common law duty of confidence</p>
<p>5) Recipient or categories of recipients of the processed data</p>	<p>The data will be shared with:</p> <p>Fairway Training Ltd/Payroll and Pensions Peninsula/Human Resources NHS Pensions online HMRC – Government Gateway Primary Care Services England (PCSE) CQC NHS England/Staffing Audit purposes Medical Defence Unions Locum Insurance Company RBS England & Co/Accountant Solicitor Wessex LMC – DBS checks Portsmouth Occupational Health Service</p> <p>Categories of data held and processed:</p> <p>Human Resources information Payroll information, National Insurance number Pension information Occupational Health records References Service record, contracts of employment. Appraisal documents Disclosure and Barring Service certificates Education and Training Practice Financial information</p> <p>All data for this purpose is held in secure filing conditions and secure area</p>



PRIVACY NOTICE – Doctors and Staff

	of computer. Only the Practice Manager and Operations Manager has access to this data and it will only be shared with the above Data Processors and the Senior Partner/Partners/as appropriate under confidentiality regulations.
6) Rights to object	You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller. You should be aware that this is a right to raise an objection, that is not the same as having an absolute right to have your wishes granted in every circumstance
7) Right to access and correct	You have the right to access the data that is being shared and have any inaccuracies corrected.
8) Retention period	<p>The data will be retained in line with the law and national guidance. https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</p> <ol style="list-style-type: none"> 1. Data is held in paper and computer format while the GP or Staff member is under contract to the Partnership/Practice 2. On leaving employment the data is held for a further 6 years, as per the GHIL retention policy. 3. The information is then summarised, the paperwork is destroyed under confidential conditions and the summary held indefinitely. 4. Data held on the computer is also removed in the same timescales. 5. Data held on re payroll/pension records will be held for 10 years as per the retention policy.
9) Right to Complain.	<p>You have the right to complain to the Information Commissioner’s Office, you can use this link https://ico.org.uk/global/contact-us/</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>