

## Privacy Notice

# Employee Disability and Neurodivergent Advice (EDNA) Service

EDNA, which stands for Employee Disability and Neurodivergent Advice Service, is about supporting NHS colleagues in the workplace, ensuring that those who have a disability, long term condition and/or, are neurodivergent have the correct support in place to be able to thrive in their role.

Through a specialist team, the service will be offered to seek one-to-one advice and a safe space to talk, as well as help with areas such as reasonable adjustments, employment rights and HR advice. Those accessing the service will not need a medical referral or formal diagnosis. EDNA will also offer training to managers whose team members may be living with a disability, long term condition and/or neurodivergence.

### 1. Type of personal information being processed

In order to provide the service, we are required to process the following minimal data

- Staff members name and contact details
- Information pertaining disability, neurodivergence and/or long-term condition

### 2. How we obtain the personal information and why we have it

The information we hold about you, is obtained directly from yourself, as part of your self-referral to the service. You will be asked to complete an electronic self-referral. This information is collected, so that your self-referral can be assessed, to ensure that you meet the criteria of the service.

### 3. Legal basis

Solent NHS Trust's legal basis for processing this data, in accordance with Data Protection Legislation is

- UK GDPR, Article 6 (1) (a) – the data subject has given consent to the processing of his or her personal data for one or more specific purpose.
- UK GDPR, Article 9 (2)(a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- The Data Protection Act 2018, Schedule 1, Part 1 lists a number of purposes that are applicable to the processing being undertaken. The collection of this data is undertaken with consent.

### 4. How we store your personal information

Information will be stored short term on MS Forms, which is within the Trust's secure Azure network. The information will be periodically downloaded and then stored within a restricted network folder.

### 5. Who has access to your information / who do we share it with

Only staff within the EDNA service will have access to the information held about you, with regards to the utilisation of this service.

Further information on the use of your data and your rights, please visit <https://www.solent.nhs.uk/about-us/publication-scheme/your-information-your-rights/>

IF YOU HAVE ANY QUERIES, PLEASE CONTACT

Information Governance Team

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