

# Staff Privacy Notice

Solent NHS Trust takes your confidentiality and privacy rights very seriously. This notice explains how we collect, process, transfer and store your personal information and forms part of our accountability and transparency to you under the General Data Protection Regulation (GDPR) 2018.

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# What information do we collect from you?

Personal information about you will largely be collected directly from you during your recruitment and employment. Personal information may also be collected from healthcare professionals in certain circumstances, through national checks such as DBS etc.

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details such as names, addresses, telephone numbers and emergency contact(s)
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Bank details
- Pension details
- Occupational health information (medical information including physical health or mental condition )
- Information relating to health and safety
- Trade union membership
- Trust's governors / membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment Tribunal applications, complaints, accidents, and incident details

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# Why do we collect this information about you? What is our legal basis?

The Trust collects stores and processes personal information about prospective, current and former staff to ensure compliance with legal or industry requirements.

Processing of employee personal information is necessary for the purposes of carrying out the obligations and exercising specific rights of the data controller (the Trust) or of the data subject (staff member) in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

The Trust does not require explicit consent of employees to process their personal data if the purpose falls within the legal basis detailed above.

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# What do we use your information for?

## Your personal information is processed for the purposes of:

- Staff administration and management (including payroll and performance)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Accounts and records
- Education
- Health administration and services
- Information and databank administration

## What we may do with your personal information?

- Crime prevention and prosecution of offenders
- Sharing and matching of personal information for national fraud initiative

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# Who might we share your information with?

We will not routinely disclose any information about you without your express permission. However, in order to enable effective staff administration and comply with our obligations as your employer, we will share the information which you provide during the course of your employment (including the recruitment process) with the NHS Business Services Authority for maintaining your employment records, held on systems including the national NHS Electronic Staff Record (ESR) system.

Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Personal Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

Where possible, we will always look to anonymise/ pseudonymise your personal information so as to protect confidentiality, unless there is a legal basis that permits us to use it, and will only ever use/ share the minimum information necessary. However, there are occasions where the Trust is required by law to share information provided to us with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

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# Who might we share your information with?

For any request to transfer your data internationally outside the UK/EU we will make sure that an adequate level of protection can be satisfied before the transfer.

There are a number of circumstances where we must or can share information about you to comply or manage with:

- Disciplinary/ investigation processes; including referrals to Professional Bodies, e.g. NMC and GMC;
- Legislative and/or statutory requirements;
- A Court Orders which may have been imposed on us;
- NHS Counter Fraud requirements;
- Request for information from the police and other law enforcement agencies for the prevention and detection of crime and/or fraud if the crime is of a serious nature.

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# How long do we keep your information?

All records held by the NHS are subject to the Records Management Code of Practice for Health and Social Care Act 2016 (the Code). The Code sets out best practice guidance on how long we should keep your patient information before we are able to review and securely dispose of it.

**A copy of the** Records Management Code of Practice for Health's Record Retentions can be found [here](#).

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# How can I access the information you hold about me?

You have a right to see the information we hold about you, both on paper or electronic, except for information that:

- Has been provided about you by someone else if they haven't given permission for you to see it
- Relates to criminal offences
- Is being used to detect or prevent crime
- Could cause physical or mental harm to you or someone else

Your request must be made in writing and we will request proof of identity before we can disclose personal information. You can find out more about accessing your information by visiting our ["Your Information, Your Rights"](#) page of our internet.

All applications for access to health records must be made in writing or email, and submitted to the Information Governance Team.

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# Complaints

If you wish to make a complaint about how your data has been handled, please contact our complaints team on:

## **Patient Advice and Liaison Service**

Solent NHS Trust  
Trust Headquarters  
Highpoint Venue  
Bursledon Road  
Southampton  
Hampshire  
SO19 8BR

**Telephone:** 0800 013 2319

**Email:** [snhs.solentfeedback@nhs.net](mailto:snhs.solentfeedback@nhs.net)

To get further advice or report a concern directly to the UK's independent authority you can do this by making contacting with:

## **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** [0303 123 1113](tel:03031231113)

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# Other useful contact numbers

## Requests for Information

Information Governance Team

[InformationGovernanceTeam@Solent.nhs.uk](mailto:InformationGovernanceTeam@Solent.nhs.uk)

Telephone: 0300 123 3919

## Senior Information Risk Owner

Mr David Noyes

Chief Operating Officer

[David.Noyes@solent.nhs.uk](mailto:David.Noyes@solent.nhs.uk)

## The Data Controller

Solent NHS Trust Headquarters

Highpoint Venue

Bursledon Road

Southampton

SO19 8BR

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## Data Protection Officer

Mrs Sadie Bell

Data Protection Officer and Head of Information Governance & Security

[Sadie.Bell@solent.nhs.uk](mailto:Sadie.Bell@solent.nhs.uk)

## Caldicott Guardian

Dr Daniel Meron

Chief Medical Officer

[Daniel.Meron@solent.nhs.uk](mailto:Daniel.Meron@solent.nhs.uk)

Telephone: 0300 123 3390

For more information on how your data is used and your rights, please refer to the Trust's [“Your Information, Your Rights”](#) webpage