

NHSBT Agency Workers Privacy Notice. How we use your data and why.

Why we need to process your personal data

NHSBT holds and processes your personal data to support your work assignment with us and payment by your employing Agency. This data is held securely and is processed in line with the requirements of Data Protection Legislation.

The personal data we hold

- Name
- National Insurance number
- Employment history and work experience from CV
- Working arrangements (e.g. pay rate, hours of work)
- IR35 assessment and related records

Data Protection Legislation and the legal basis for NHSBT to process your data

Your personal data is used and processed because it is necessary to fulfil the obligations with your employing Agency.

How we use your data

The information held is used for management and administration of your appointment, working time with us and payment to your employing Agency.

How long we keep your data.

Your data will be held securely and retained in line with the NHS Records Management Code of Practice for Health and Social Care 2016.

You have the right; -

- to be informed about how your data is used.
 - An overview of how NHSBT uses your data is provided in this Notice. You can obtain more information or ask specific questions about your data by contacting customer services at customer.services@nhsbt.nhs.uk or the Data Protection Officer at dpo@nhsbt.nhs.uk – the process is covered in MPD11
- to request a copy of the information we hold about you
- to update or amend the information we hold about you if it is wrong
- to change your communication or marketing preferences at any time
- to erasure (also called the right to be forgotten).

- Applications to apply this right will be considered by NHSBT on a case by case basis due to our obligations under the Human Tissues Act and Blood Safety and Quality Regulations 2005 and Employment law
- to restrict how your data is processed
- to raise a concern or complaint about the way in which your information is being used.

The Data Protection Officer

Under Data Protection Legislation all NHS organisations are legally required to appoint a Data Protection Officer (DPO). NHSBT's DPO is Katrina Smith, Company Secretary, who is responsible for ensuring that all practices and processes within NHSBT are designed to support people's privacy and data rights and making sure data protection is represented at board level.

You can contact the Data Protection Officer if you have any questions or concerns about your privacy rights within NHSBT via: dpo@nhsbt.nhs.uk

The Information Commissioners Office (ICO)

The ICO are the UK's independent authority set up to uphold information rights in the public interest and promote openness in public bodies and data privacy for individuals. The ICO provide free and independent advice to citizens on their privacy rights.

You can contact the ICO for advice or log a complaint via:

- Website: www.ico.org.uk
- Helpline :0303 123 1113 (local rate – calls to this number cost the same as calls to 01 or 02 numbers). If you're calling from outside the UK, you may not be able to use the 03 number, so please call +44 1625 545 700.
- Welsh speaking service: 029 2067 8400. Rydym yn croesawu galwadau yn Gymraeg ar 029 2067 8400.
- Normal opening hours are Monday to Friday between 9am and 5pm.
- Post:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF