

NHSBT Workforce Privacy Notice, including direct temporary appointments and bank agreements. How we use your data and why.

Why we need to process your personal data

As your employer NHSBT holds and processes your personal data to support your employment; this includes your pay, pension, training and health and wellbeing, or where a legal basis is identified to support ministerial priorities, such as staffing. This data is held securely and is processed in line with the requirements of Data Protection Legislation, including but not limited to ensuring only the information required to fulfil the purpose is shared.

The personal data we hold

- Name
- Date of birth
- Sex
- National Insurance number
- Home address
- Personal telephone number
- Bank Account details
- Membership of professional bodies
- Education and qualifications
- Employment history and work experience
- Employment terms and conditions (e.g. pay, hours of work, holidays, benefits, absence)
- Emergency contact details
- Tax code
- Any accidents connected with work
- Occupational health records, including vaccination or exemption status
- Any training taken
- Any disciplinary action
- Evidence of right to work in the UK

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 NHSBT's obligations as your employer, to public health and as set out in your employment contract.

How we use your data

The information held is used for management and administration of your employment. We may disclose information we hold about you to relevant third parties such as Her Majesty's Revenue and Customs, NHS Pensions and Government Departments, such as the Department of Health and Social Care, or others as required by law, to assure for example, ministerial assurance priorities. We may also share your information with third parties in connection with your

employment, for example University Hospitals Birmingham (our Pensions administration provider) and our occupational health provider. This information is held to the same high standard under Data Protection Legislation and regularly audited by NHSBT.

We hold, where you 'self-declare', your Religion, ethnicity and sexual orientation, this supports us in meeting the requirements of the Equalities Act.

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 informationgovernanceteam@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.

For Non-Executive Directors (NED's)

In accordance with NHS England's Fit and Proper Person Test ('FPPT') Framework, you agree that your personal data relating to the fit and proper person assessment, and any Board Member Reference that the Employer is obliged to provide, will be collated and retained in the Employer's local record systems and specific data fields in the NHS Electronic Staff Record. The Board Member FPPT Privacy Notice sets out the Employer's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

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 Eleanor Ward, Head of Data Security, Privacy and Records Management, 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: informationgovernanceteam@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
- The ICO website has details of the national offices for Scotland, Northern Ireland and Wales.