

## **NHSBT Staff 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. This data is held securely and is processed in line with the requirements of Data Protection Legislation.

### **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
- 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 the obligations 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 and NHS Pensions or others as required by law. 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](mailto:customer.services@nhsbt.nhs.uk) or the Data Protection Officer at [dpo@nhsbt.nhs.uk](mailto: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](mailto: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](http://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