

PRIVACY NOTICE – STAFF OR EMPLOYEE INFORMATION

Liverpool Women's NHS Foundation Trust

Introduction

This document summarises who we are, what information we hold about you, what we will do with the information we hold including who we may share it with and how long we will keep the information for. This document also explains what rights you have with respect to your information.

Who are we?

The Liverpool Women's Hospital is a public organisation providing specialist medical services such as Gynaecology, Maternity, Fertility and Genetics services

The Trust is registered with the Information Commissioner's Office (Registration Number **Z7119932**)

Our name, address and contact details are:

Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool L8 7SS
Tel: 0151 708 9988
www.liverpoolwomens.nhs.uk

Why do we collect information about you?

We need information about you so that we can employ you and ensure that the contract that is held between the Trust and yourself allows the Trust to operate safely, effectively and is able to discharge all of its legal obligations as an employer.

Whilst we receive information from you, we also receive information about you from other individuals or organisations, such as when you are applying for employment, being paid, maintaining your registration as a healthcare professional, maintaining your pension or capability as an employee.

What types of information do we use?

Personal data means any information relating to an identified or identifiable individual; an identifiable person is one who can be identified directly or indirectly.

Special category data means any information relating to racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life or details of criminal offences.

What do we use your information for?

The hospital may need to process your information in order to:

- Ensure that the information we hold about you is up to date
- Undertake employment screening and identity verification
- Manage day to day issues such as discipline, conduct and capability
- Undertake assessment and analysis purposes to ensure the essential operation of the Trust
- Prevent, detect and prosecute fraud and other crime
- Manage your pension, pay and other staff related contractual obligations
- Provide Occupational Health, Counselling and other health related services
- Enroll you as a member of the Trust Foundation membership

Where we do this we will process your **personal data** because it is necessary **for the performance of a contract with you**. Where we process your **special category** data we will do so because it is necessary **for the purposes of preventive occupational medicine, the assessment of the working capacity of an employee, management of health systems or pursuant to a contract** with you

There may occasions when we will be obliged to process your information in order to comply with a court order, coroner's instruction, to prevent or detect crime or to comply with the law. Where we do this we will process your **personal and/or special category** data to **comply with a legal obligation** to which the Trust is subject

If we process your information for other purposes that are not described above then we will seek your **consent** to do so before we processes it

With whom do we share your information?

We may need to share your information with external organisations, such as:

- Other organisations that are contracted to provide Human Resource, payroll or Occupational Health related services for us
- Partner organisations who may provide support, counselling or medical services for staff
- Disclosure to NHS managers and the Department of Health for the purposes of planning, commissioning, managing and auditing healthcare services
- Disclosure to bodies with statutory investigative powers such as the Care Quality Commission, the General Medical Council, the Audit Commission or the Health Service Ombudsman
- Government departments such as the Department of Health or the Home Office
- Disclosure to solicitors, to the police, to the courts (including a Coroner's court), and to tribunals and enquiries

We will not share your information for marketing, social media or insurance purposes unless we have your **consent** to do so

How long do we keep your personal information for?

The NHS has a comprehensive set of guidelines, which govern the length of time that we may keep your records for, which are called the NHS Retention Schedules. The Liverpool Women's Hospital will comply with the NHS Retention Schedules.

There may be occasions where the Trust will be obliged to vary from the NHS Retention Schedules, for examples, in response to a Court Order or other equivalent legal requirement

Information about the NHS Retention Schedules may be found via the NHS Digital Website at:

<https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016>

What measures do we take to protect your information?

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper.

We have appointed a Senior Information Risk Owner (SIRO), a 'Caldicott Guardian' and Data Protection Officer who between them are responsible for the management of confidentiality. We also have a specific department led by a Head of Confidentiality and Data Protection. We use control systems to allow only those that have a need to access your records and we have monitoring systems in place to verify who has accessed your records

Under the NHS Confidentiality Code of Conduct, all our staff are also required to protect your information, and inform you of how your information will be used.

Everyone working for the NHS is subject to the common law duty of confidentiality. Information provided in confidence will only be used for the purposes advised or consented to, unless it is required or permitted by the law.

What are your rights in relation to your personal information?

Unless subject to an exemption, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Liverpool Women's Hospital holds about you
- The right to request that the Liverpool Women's Hospital corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for Liverpool Women's Hospital to retain such information
- The right to withdraw your consent to the processing at any time if you have previously given consent for processing

- The right to request that the Liverpool Women's Hospital provide you with your personal information and where possible, to transmit that data directly to another data controller, where your information has been processed with your consent
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

Further information about your rights can be found via the Information Commissioners website, which is <https://ico.org.uk/>

What happens if we need to transfer your information abroad?

The Liverpool Women's Hospital do not routinely transfer information outside the European Union but if there is a need to do so we will ensure that the security and protections that are put in place are of equivalent standard to those standards that we would use internally when processing your information

What if we wish to use your information for another purpose?

If we wish to use your personal information for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will ensure there is a legal justification for such processing

Where the Liverpool Women's Hospital wish to use your information that is for any reason not in line with this Privacy Notice and we are not using it to comply with a legal obligation then we will seek your consent to do so

Where can you get further information?

If you do not wish to have your information used in any of the ways described or wish to enact any of your rights under this notice, please contact:

Data Protection Officer
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS
Telephone number 0151 708 9988
The Trust website address is www.liverpoolwomens.nhs.uk

For general enquiries you can contact the Head of Confidentiality and Data Protection at the same address as above or by telephone on 0151 702 4386