

**DR H S MINHAS**  
**AYLESTONE HEALTH CENTRE**  
**15 HALL LANE**  
**LEICESTER**  
**LE2 8SF**  
**Staff Privacy Notice**

**How we use your personal information**

This Privacy Notice explains why we as your employer Aylestone Health Centre collect information about you and how that information may be used.

Records which we hold about you may include the following information.

This includes the following information:

- your name, address and contact details which includes email addresses, telephone numbers, date of birth and gender.
- the terms and conditions of your employment
- details of your qualifications, skills, experience and employment history which includes start and end dates with previous employers and with the Practice.
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover.
- details of your bank account and national insurance number.
- information about your marital status, next of kin, dependents and emergency contacts.
- information about your nationality and entitlement to work in the UK.
- information about your criminal record.
- details of your schedule (days of work and working hours) and attendance at work.
- details of periods of leave taken, including holiday, sickness absence, family leave, sabbaticals etc.
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence.
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence.
- information about medical or health conditions, including whether or not you have a disability for which the Practice needs to make reasonable adjustments; and
- equal opportunities and monitoring information including information about your ethnic origin, sexual orientation, health and religion or belief.

Most of this information will be held at the Practice and used for employment purposes.

**How do we maintain the confidentiality of your records?**

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- General Data Protection Regulation 2016
- Human Rights Act 1998
- Common Law Duty of Confidentiality

As your employer we have fair processing responsibilities under the **Data Protection Act 2018**. In practice, this means ensuring that your personal confidential data (PCD) is handled clearly and transparently, and in a reasonably expected way.

We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations),

### **Why do we process your personal data?**

The Practice needs to process data in order to enter into an employment contract with you and meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract and pay you in accordance with it.

The Practice may need to process data to ensure that it is complying with its legal obligations particularly under the Data Protection Act 2018. Data Processing is required to check an employee's entitlement to work in the UK, deduct tax and to comply with health and safety laws to enable you to take periods of leave to which you are entitled to.

### **Who are our partner organisations?**

We may also have to share your information for employment purposes with the following organisations;

- NHS England (your employment & Employment Statistics)
- NHS Digital (Employment statistics – primary care web tool)
- Leicester, Leicestershire & Rutland ICB (your employment & Employment statistics)
- Orion Primary Care Network (your employment)
- Care Quality Commission (your employment)
- PCSE (your employment – GP Pensions and GP Performers list)
- Your GP (your employment for any medical purposes)
- Previous employers/colleagues (your employment for references)
- Leicestershire HIS/UHL (your employment – Smartcards, email accounts, SystemOne access, ICE accounts)
- Payroll/Pension supplier (your employment – payment of wages and pension administration)
- NHS Pension scheme (your employment – pension administration)
- NEST Pension scheme (your employment – pension administration)
- Practice Bank and employee own bank (payment of your wages from practice account to employee)
- Practice Accountant (your employment – monthly/end of year wages and accounts reconciliation)
- Inland Revenue (your employment - payment of your tax and NI contributions)
- Local Authorities (Payment of attachment of earnings orders)
- DBS Check company (your employment – DBS check)
- Practice Employment Helpline (Employment advice/disputes)
- Indemnity providers (your employment – Indemnity cover)
- Future employers (your employment for reference request)
- Practice Website (your name and position in the practice)
- Clinical System (your name and smart card details, prescribing code)
- Fire and Rescue Services (Emergency situations)
- Police & Judicial Services (Emergency situations)

### **Change of Details**

It is important that you tell the employer if any of your details such as your name or address have changed or if any of your details we hold are incorrect in order for this to be amended.

You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

### **Retention of Data**

HR & Staff Records are held in line with the NHS England Code of Practice - Appendix II Retention Schedule.

Recruitment Records are stored for 1 year then securely destroyed.

### **Who is the Data Controller?**

The Data Controller, responsible for keeping your information secure and confidential is: Aylestone Health Centre, Dr Minhas.

### **Complaints**

Should you have any concerns about how your information is managed by the Practice please contact the practice DPO at the following address:

Umar Sabat, [Umar.sabat@ig-health.co.uk](mailto:Umar.sabat@ig-health.co.uk)

If you are still unhappy following a review by the Practice you can then complain to the Information Commissioners Office (ICO). [www.ico.org.uk](http://www.ico.org.uk), [casework@ico.org.uk](mailto:casework@ico.org.uk), telephone: 0303 123 1113 (local rate) or 01625 545 745

The Information Commissioner's Office is the Regulator for Data Protection and offer independent advice and guidance on the law and personal data, including your rights and how to access your personal information. For further information please visit the [www.ico.gov.uk](http://www.ico.gov.uk)