

Privacy Notice – Staff and Job Application Privacy Notice

Plain English explanation

We collect and use your personal information so we can recruit, employ, and support you in your role at the practice.

This includes things like your contact details, employment history, qualifications, payroll information, and (where necessary) health information.

We use this information to:

- Assess your suitability for a role
- Pay you and manage your employment
- Provide training and support
- Ensure patient safety and high standards of care
- Meet our legal and NHS obligations

1) Data Controller contact details	Aylestone Health Centre
2) Data Protection Officer contact details	Umar Sabat Umar.sabat@ig-health.co.uk
3) Purpose of the processing	We process personal data relating to staff and job applicants for the following purposes: • Recruitment and selection (including shortlisting, interviews and pre-employment checks) • Employment administration (payroll, pensions, contracts, HR records) • Managing performance, training, and professional development • Ensuring patient safety and clinical governance • Monitoring compliance with policies, including IT and information governance • Managing workplace health and safety, including occupational health • Meeting legal and regulatory obligations (e.g. HMRC, NHS England, professional bodies)
4) Lawful basis for processing	The legal basis is: • Article 6(1)(b) – Processing is necessary for the performance of a contract (employment) • Article 6(1)(c) – Processing is necessary for compliance with a legal obligation • Article 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest Where special category data (e.g. health data) is processed: • Article 9(2)(b) – Employment, social security and social protection law

	• Article 9(2)(h) – Management of health or social care systems and services
5) Recipient or categories of recipients of the shared data	We may share staff and applicant data with: • NHS England and Integrated Care Boards (ICBs) • HMRC, pension providers and payroll services • Disclosure and Barring Service (DBS) • Occupational health providers • Professional regulatory bodies (e.g. GMC, NMC) • IT system suppliers (e.g. HR systems, email providers) • External auditors and regulators • Training and accreditation bodies All sharing is carried out in line with data protection law and appropriate safeguards.
6) Rights to object	Under the UK General Data Protection Regulation (UK GDPR), you have the right to object to the processing of your personal data where we rely on certain lawful bases, such as processing necessary for administrative purposes or direct communications. If you wish to object, the practice will carefully consider your request and will only continue processing your data where we have compelling legitimate reasons or where it is necessary to provide healthcare services. To exercise this right, you can contact the practice directly.
7) Right to access and correct	You have the right to: • Request access to the personal data we hold about you (Subject Access Request) • Request correction of inaccurate or incomplete data • Request restriction of processing in certain circumstances Requests can be made by contacting the practice or the Data Protection Officer.
8) Retention period	We retain staff and applicant data in line with the NHS Records Management Code of Practice. Typical retention periods include: • Staff personnel records: 6 years after employment ends • Recruitment records (unsuccessful applicants): 6 months • Occupational health records: up to 40 years (where applicable) Data is securely deleted or destroyed once no longer required.
9) Right to Complain.	You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate) There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)

Please note the National Data Opt Out does not apply to this sharing of information. For further information please see: <https://www.nhs.uk/your-nhs-data-matters/>

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