Data Protection

Employee Consent Form

Target Audience:	All employees of Newcastle Premier Health
Next Review Date:	March 2021
Approved & Ratified:	Mark McCaldin (Caldicott Guardian)
Date Issued:	March 2018
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Change Record:

Date	Author	Version	Page	Reason for Change

Newcastle Premier Health's Obligations to the Employee

Newcastle Premier Health (NPH) recognises its responsibilities under the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 2015 in respect of the data that it maintains on its computer systems and other relevant filing systems relating to all of its employees.

Like all other organisations, NPH holds and processes information about its employees for various purposes (for example, administration of salary, pensions and other payments, training and development).

NPH must comply with data protection principles which are set out in the Data Protection Act 1998. For example, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. It is NPH's policy to seek consent of its employees to hold and process personal data, including sensitive personal data about them.

Staff handling personal data have a duty to ensure that the only information collected is that which suits the stated purpose, that is factual, and that information is kept securely and destroyed in accordance with statutory regulations.

Data Processing

Listed in the enclosed schedule are the main categories of data which NPH may hold/process. The main purpose(s) for holding/processing such data, the possible disclosures of such data and the likely sources of such data. In addition to having legitimate basis for processing data, NPH has an additional duty to process that data fairly (for example, in accordance with any duty of confidence owed to you).

Employees Obligations

Employee's of NPH must ensure that any personal data provided to NPH is accurate and up to date. They must ensure that any changes of address or other personal details are notified to their Line Manager/Finance Manager. They should also be aware that they will be required to sign this Data Protection Consent Form.

Retention of Data

NPH will keep some classes of information for longer than others. These will include information held, for example for reference. Some data on employees may be held/processed indefinitely in an anonymous form for statistical records.

Data Protection Officer

NPH's Data Protection Officer is the Quality Assurance Manager. All enquiries regarding the Data Protection Act 1998 should be made to them.

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Collection and Management of Staff Data

Collection of Data – Information about staff is obtained by NPH from job applications, forms/documents connected with employment at NPH. In addition, some personal data will be collected from referees.

Purposes for Which Data is Held

NPH needs to hold personal information about staff for various administrative purposes, including:

- Administration of salary, pensions, sickness and other payments
- Academic qualifications
- Disciplinary and grievance procedures
- Health and safety
- Training and development
- Access to facilities such as computing
- Monitoring quality and assurance
- Security and car parking
- Compliance with other legal requirement, e.g. equal opportunities, Disability Discrimination Act, returns to external bodies such as CAA, OGUK, HSE.

Sensitive Personal Data

Certain types of information are considered to be sensitive in nature. These include:

- Racial or ethnic origin
- Political opinions
- Religious beliefs
- Memberships of a trade union
- Physical or mental health or condition
- Sexual orientation
- Criminal activity, whether proved or alleged
- Proceedings, disposal of proceedings or results of proceedings against a person for a criminal offence.

Some of this data may be collected for use in statistical analyses, however, for this purpose, the data are used anonymously – there is no connection with a particular person.

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Responsibilities of Data Users

All members of staff who have access to other staff members personal data as part of their job will, always ensure:

- Data is only used for the purpose(s) for which they were collected
- Data confidentiality is maintained at all times
- Data accuracy is maintained
- Only data that is necessary for the conduct of normal NPH business is retained
- Data is held securely
- Confidential data, whether held in paper format or electronically, is securely destroyed when no longer required.

Any staff members who disclose another individual's personal data without proper authorisation may be subject to disciplinary proceedings.

The content of personnel files, will be limited to documents that reflect normal NPH business. The content of these documents should be known to staff members.

All information recorded should be factual. Judgements. Comments or opinions should not be included unless information exists to support those judgements, or opinions.

Security of Data

Personal data will be stored securely in accordance with NPH's Data Protection & Confidentiality Policy.

All staff with access to staff personal data will ensure it is:

- Saved securely in the relevant access-controlled files on computer
- Not visible on desks, or computer screens to anyone not authorised to see it.
- Sent in sealed envelopes if transmitted through the mail, either internally or externally
- Not sent via email if it is sensitive information
- Not disclosed orally or in writing without the permission of the staff member unless it is part of the legitimate NPH process
- Not left on shared printers/photocopiers
- Retained and disposed of in line with NPH Records Management Lifecycle Policy and relevant statutory regulations

Disclosure of Staff Personal Data

If a request for staff information is received that is out of the ordinary, it will be passed to the Data Protection Officer for consideration/action.

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Sensitive personal data will not be disclosed without the explicit consent of the staff member or without proper authorisation.

Internal Disclosure

Personal information will only be disclosed to other members of NPH staff if the staff member concerned has given permission or if the disclosure is necessary for the legitimate interests of the business. Personal Information will not be disclosed merely for social reasons.

If there is any doubt regarding the identity of a member of staff who is requesting the information, they will be asked to provide ID or check with the Data Protection Officer.

External Disclosure

Generally, personal data will not be given out externally, except where there is a legal or contractual requirement to do so, without the permission of the staff member. It is permissible to provide personal data in emergency situations (ie where the individuals or someone else's life may be in danger).

Personal data will not be disclosed over the telephone unless there is certainty of the identity of the caller and that there has been prior authorisation for the information to be released.

Requests for information from the police or other investigatory bodies will be directed to the Data Protection Officer.

Disclosures Under the Freedom of Information Act

Some information which a staff member might consider to be personal data may be disclosed in response to a request under the Freedom of Information Act (FOI) A determination must be made as to whether the information requested related to a staff members personal life or professional life. Information relating to a staff members professional position, duties, expenses and the like will normally be disclosed.

Individual salaries will not usually be disclosed under FOI. The salary range would normally be provided.

All requests for such information under the FOI should be passed to the Data Protection Officer.

All requests for personal information received from the individual person concerned, even if requested under the FOI, will always be dealt with as a Subject Access Requests under the Data Protection Act.

Financial Information

Information about an individual staff member's salary and benefits is not normally disclosed to third parties (as described previously). Any member of staff who wishes to have access to their records held in the Finance Department may do so by applying directly to that department.

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Subject Access Request Under the Data Protection Act

Under the Data Protection Act 1998, every staff member has the right to be told whether NPH holds personal information about them, to be given a description of the data, the purposes for which they are held and to whom they may be disclosed.

To obtain access to personal data NPH may hold, staff members must submit a request specifying which data they would like to have access to, together with proof of identification to the Data Protection Officer.

It is the responsibility of the Data Protection Officer to contact relevant departments within NPH and to ensure that the information requested is/can be released to the staff member. This must be completed within 21 calendar days of receiving the request.

If the request for personal data includes access to e-mail, the staff member requesting the access must be able to supply the name(s) of the sender or recipient of the email and a reasonable time frame which the email was sent.

Information contained within the personal data which may identify a third party will usually be redacted prior to allowing inspection of a file or providing a copy of a document.

Types of Data and Disclosures

The type of data that NPH will collect relating to its employees is as follows:

- Name
- Address
- Date of birth
- Sex
- Education and qualifications
- Work experience
- National Insurance number
- Tax code
- Details of any known disability
- Emergency contact details

NPH will also keep details about an employee such as:

- Employment history with the organisation
- Employment terms and conditions (eg pay, hours of work, holidays, benefits, absence)
- Any accidents connected with work
- Any training taken
- Any disciplinary action

The official personnel record for a member of staff is the one held within the HR secure company hard drive which is access controlled. This will be updated in the near future and all personnel records will be moved to the company cloud-based HR software (aCloud) which will provide a

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facility to allow staff members to update their own personal data. NPH allows individual staff members to inspect their official personnel file.

Please sign where indicated to confirm your consent

I confirm that I have read this document relating Newcastle Premier Health's Obligations to the Employee in relation to Data Protection and specifically to the handling of staff personal data.

I hereby consent to NPH holding and processing the categories of personal data about me as detailed, for the specified purposes.

Signed:……Date:……..

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