

Your Information; how we use it and keep it safe

For Staff, Volunteers and Job Applicants



This page explains why information about you is collected, how we keep it secure and confidential, how your information may be used and how you may gain access to your own records.

Who are 'staff'

'Staff' for the purposes of this leaflet include: applicants, employees, other workers (including agency, bank and contracted staff), volunteers, trainees and those carrying out work experience.

Why Do We Collect Information About you?

We will only process your personal data where we have your consent or where the processing can be legally justified under UK law. These include circumstances where the processing is necessary for the performance of staffs' contracts with us or for compliance with any legal obligations which applies to us as your employer. This includes, but is not limited to:

- Staff administration (inc. payroll and pensions)
- Education, training and development
- Information and database administration
- Business management and planning
- Accounting and auditing
- Criminal prosecution and prevention
- Health administration and services
- National fraud initiatives
- Quality monitoring (such as staff surveys)
-

By signing your contract with the Hospice, you consent to us holding and processing any information about you which you provide to us, or which we may acquire as a result of employment.

How Do We Collect Information About You?

Your information can be collected through a variety of means either directly from you i.e. via your application form or HR record. Alternatively it may come from external sources such as NHS Jobs, previous employers, referees or from government bodies such as HMRC or the Disclosure and Barring Service.

What Information Do We Collect?

The information that we collect about you may include details such as:

- Name, address, telephone, email, date of birth and next of kin/emergency contacts
- Recruitment and employment checks (i.e. professional membership, references, proof of identification and right to work in the UK, etc)
- Bank account and salary/wages, as well as pension, tax and national insurance details
- Trade union membership
- Personal demographics, including gender, race, ethnic origin, sexual orientation, religious or other beliefs, and whether you have a disability or require any additional support or adjustments for your employment

- Medical information relevant to your employment, including physical health, mental health and absence history
- Information relating to your health and safety at work, and any incidents or accidents
- Professional registration and qualifications, education and training history
- Information relating to employee relations (i.e. disciplinary proceedings, grievances and complaints, tribunal claims, etc) Depending on the position you hold with us, we may also collect information in relation to any current or previous criminal offences.

How do we keep your information secure?

Everyone working for the Hospice has a legal duty to keep information about you confidential and secure.

The use of information is strictly controlled and used by us in accordance with the Data Protection Act 1998, the Human Rights Act 1998, the General Data Protection Regulations, and the common law duty of confidence.

Electronic data is transferred either via internal secure networks or by encrypted file transfer methods.

We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires it.

We will only ever use information about you if others have a genuine need for it, and following assurances that the same safeguards on confidentiality and security are in place.

Anyone who receives information from us is also under a legal duty to keep it confidential and secure.

Do We Share Your Data?

There may be some circumstances in which we will share your data for example, if we received a reference request.

To support you in your employment and to enable us to meet our legal responsibilities as an employer, sometimes we will need to share your information with others.

All information sharing with third parties is covered by a sharing agreement to ensure that only relevant information is shared, and this is done in a secure way which complies with the law. We will not share your non-anonymised data with any other party without your consent unless there is an express legal obligation to do so. An example may be for the prevention of crime and disorder. Sometimes we are required by law to disclose or report certain information, which may include details which identify you. For example, sending statutory information to government organisations such as HM Revenue and Customs, or releasing information to the police or counter fraud.

Where mandatory disclosure is necessary, only the minimum amount of information is released. There may also be occasions when the Hospice is reviewed by an independent auditor, which could involve reviewing randomly selected staff information to ensure we are legally compliant. You have the right to refuse (or withdraw) consent to information sharing at any time (unless required under a strict legal basis).

Only organisations with a legitimate requirement will have access to your information and only under strict controls and rules. We will not sell your information for any purpose, and will not provide third parties with your information for the purpose of marketing or sales

What can I do?

St Michael's Hospice is under a legal obligation to ensure that your information is accurate and up to date. In order for us to do this, please advise us of any updates to your personal information as soon as you become aware. This can be completed on Cascade, via HR or by giving those new details to your line manager.

Under the General Data Protection Regulations 2018 you are entitled to: ask for information about you that you believe to be incorrect, to be corrected; to have your information erased; or the processing of your information to be restricted.

Please note, this right may be overridden where there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires information to be shared.

If you require an opt-out form then please contact the HR team on 01432 851000 or email:

HR@smhospicehereford.org

How Can I Access My Staff Records?

You can access the information we hold about you by submitting a subject access request. This can be done by sending a letter to:

Mike Keel, Chief Executive, St Michaels Hospice , Bartestree, Hereford HR1 4HA or by sending an email to: mkeel@smhospicehereford.org

In some instances your right to view all of your records may be limited e.g. if relating to a third party. If these conditions apply, an explanation will be provided to you.

Where can I find out more information?

If you require any assistance or further information on the contents of this leaflet or on any matter relating to your information then please contact the: HR Team on 01432 851000 or email:

HR@smhospicehereford.org

You can also contact the Information Commissioners Office for more guidance on the Data Protection Act at <https://ico.org.uk/>