

## Privacy Notice for Staff

This Privacy Notice describes how our practice collects and uses personal information. For the purpose of this privacy notice Staff relates to anyone working at the practice including employee's, self-employed staff and contractors.

This notice tells you what personal information we collect about our staff, why we need it, how we use it and what protections are in place to keep it secure.

### It is our policy to:

- Process your personal information fairly and in accordance with applicable laws
- Tell you (either directly or in our policies) about how we will use your personal information
- Only collect personal information from you when we need it for legitimate purposes, or legal reasons
- Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it
- Not keep your personal information for longer than we need to
- Keep your personal information secure, and limit the people who can access it
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up-to-date
- Ensure that any third parties we share your personal information with take appropriate steps to protect it.

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### What personal information do we collect from and about you?

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include (but is not limited to):

- Information about you – name, address, date of birth, email address, telephone number, national insurance number, next of kin details
- Information to identify you – passport/driving licence
- Recruitment information – references, interview notes, work visas, DBS (or other disclosure) checks, CV, contract, induction forms etc
- Professional information – GDC number and certificate, indemnity information
- Bank details
- Medical history information may also be recorded. This is classed as “special data” and will only be recorded if we need to know as your employer – such as for SSP or maternity claims.

### Why do we need to collect and use your personal information?

The Law says we must tell you this.

We need to collect and use your personal information for a number of purposes. These may include:

- We have a **legitimate interest** to hold information relating to recruitment and HR.

- We have a **legal obligation** to personal information relating to our employee's and workers. We must comply with the Employment Act, the Dentists Act (1984), the Health and Safety At Work Act (1974), the Health and Social Care Act, and the Finance Acts.

We process your special category data because:

- It is necessary for us to process requests for sick pay or maternity pay (Article 9 UK GDPR (b))

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### How do we store your Information?

Your Information is stored securely at the practice *[in paper form] [on protected computer systems]*. Computer information is backed up regularly and may be securely stored away from our premises.

### Retention Periods

- We will keep information relating to unsuccessful job applicants for 1 year
- We will keep Personnel files and training records (including disciplinary records and working time records) while you are employed by the practice. The files will then be archived and kept for an additional 6 years.

### Sharing your information

We will only share your personal information where it necessary or required by law. All information will be shared securely.

We may have to share your personal information with the following (this is not an exhaustive list)

- HMRC
- External payroll provider (if used)
- Pension companies
- CQC/HIW/HIS/RQIA
- GDC
- HSE
- Indemnity providers
- Police

### Your rights under GDPR

- **Access:** You have a right to access the information that we hold about you and to receive a copy. You can make a request by contacting your manager.
- **Rectification:** You have a right to correct any information that you believe is inaccurate or incomplete. Please contact your manager to request a change in information.
- **Erasure:** You have a right to request that we delete your personal information, although you should be aware that, for legal reasons, we may be unable to erase certain information. Please contact your manager to make this request.
- **Restriction :** You have the right to request us to restrict the processing of your personal information. Please contact your manager to make this request.

### Concerns

If you have any concerns about how we use your information and you do not feel able to discuss it with your dentist or anyone at the practice, you can contact our Data Protection Officer via email at

You can also seek advice from The Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or start a live chat or call helpline on 0303 123 1113.

Approved By: Hassan Bhojani, Waleed Javed

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