

POLICY DOCUMENT	QMSIG09
Cheswold Park Hospital	Privacy Notice Employees, Friends, Relatives
CLASSIFICATION:	UNCLASSIFIED

CPH EMPLOYEES/ FRIENDS/RELATIVES/ VISITORS PRIVACY NOTICE

INTRODUCTION

A Privacy Notice is a statement by the Hospital to employees, that describes how we collect, use, retain and disclose personal information which we hold.

Personal data means any information relating to an identified or identifiable, living natural person. An identifiable person is one who can be identified, directly or indirectly, for example by reference to an identifier such as a name.

Cheswold Park Hospital (Riverside Healthcare Limited) provides services & therapies for people diagnosed with Personality Disorder, Mental Illness and Intellectual Disabilities.

As part of the services we offer, we are required to process personal data about our candidates and staff.

“Processing” can mean:

-  Collecting
-  Recording
-  Organising
-  Storing
-  Sharing
-  Destroying data

We are committed to providing transparent information on why we need your personal data and what we do with it. This information is set out in this privacy notice. It will also explain your rights when it comes to your data.

We are the Data Controller for the information which we hold. Our Head Office address is Cheswold Park Hospital, Cheswold Lane, Doncaster, DN5 8AR.

EMPLOYEES

WHAT DATA DO WE HAVE?

We may ask for or hold personal confidential information about you which will be used to support our recruitment process and staff throughout employment and for 6 years after employment has ceased.

We may record the following types of data about you:

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- Your basic details and contact information e.g. name, address, date of birth and next of kin, email address;
- Recruitment information e.g. CV, application form, cover letters, references, right to work documentation;
- Proof of qualifications, professional registrations and training courses;
- Proof of identity e.g. Passport, Birth certificate, Marriage Certificate, Driving Licence, Utility Bill, Bank Statement.
- Your financial details e.g. details so that we can pay you, insurance, pension and tax details;
- Your training records;
- Information relating to your health and safety at work, and any incidents or accidents;
- Information relating to employee relations (i.e. disciplinary proceedings, grievances and complaints, tribunal claims, etc);
- Computer activity when using Cheswold Park Hospital Network;
- CCTV footage.

We also record the following data which is classified as “special category”:

- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g. fit notes or in order to claim statutory maternity pay;
- We may also record data about your race, ethnic origin, sexual orientation or religion;
- Criminal Record Data.

WHY DO WE HAVE THIS DATA?

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. We require this data to maintain effective systems and ensure compliance with all relevant legislation such as working time regulations, HMRC and Tax.

LAWFUL BASIS FOR PROCESSING

By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legal obligation under UK employment laws;
- Processing is necessary for the performance of a contract (employment contract);
- We have a legitimate interest in processing your data – for example we operate a CCTV scheme for the purpose of detecting the incidence of crime, assisting investigations of incidents, protecting and maintaining the wellbeing of patients, staff and visitors; we conduct information security audits – including policy violation audits when you are using Hospital network, this is to ensure that patients’ and staff data will not be compromised.

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We process your special category data because

- It is necessary due to social security and social protection law - we are required to perform Disclosure and Barring Service (DBS) checks on our staff;
- It is necessary for us to process requests for sick pay or maternity pay;
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We may also process your data with your consent for personal references and financial references. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

WHERE DO WE PROCESS YOUR DATA?

This is collected from or shared with:

1. Internal Managers or appropriate person
2. You or your legal representative(s);
3. Third parties.

We do this face to face, via phone, via email, via our website, via post, via application forms, via electronic systems.

Third parties are organisations we have a reason to share your data with. These include:

- Her Majesty's Revenue and Customs (HMRC);
- Our pension and healthcare schemes (Royal London);
- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC;
- Health Screening, Occupational Health, Your GP, Referral to counselling services/Physio therapist and solicitors;
- The National Health Service and the NHS Digital, for example when sharing information in relation to our activities or using systems provided by the NHS;
- The Local Authority; Tax Office, PAYE, CSA, Attachment of Earnings;
- The police or other law enforcement agencies if we have to by law or court order.
- Other "data processors" like: DBS checks, Incident Management System Provider, Independent Advocacy Service; HR system provider, secure email providers (e.g., Egress Switch, Criminal Justice Secure email, NHS email service).

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When using the services of any third party the Hospital will ensure that the third party will provide suitable technical and organizational measures to protect the personal data as required by the applicable law.

FRIENDS/RELATIVES/VISITORS

WHAT DATA DO WE HAVE?

- Your basic details and contact information e.g. your name and address;
- All visitors will be asked to complete a “Coronavirus Health Questionnaire”. We will ask you about: emergency contact details, countries that you have visited in the last two weeks, if you have been in contact with anyone with the Coronavirus and we will record your temperature.

WHY DO WE HAVE THIS DATA?

We process your data because we have a legitimate business interest in holding next of kin information about the individuals who use our service and keeping emergency contact details for our employees. Processing information from the Coronavirus Health Questionnaire help us to identify people who may have been exposed to the coronavirus.

LAWFUL BASIS FOR PROCESSING

By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- we have a legitimate business interest in holding next of kin information about the individuals who use our service
- we have a legitimate interest in identifying people who may have been exposed to the coronavirus.

WHERE DO WE PROCESS YOUR DATA?

So that we can provide high quality care and support we need specific data. This is collected from or shared with:

1. You or your legal representative(s);
2. Third parties.

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We do this face to face, via phone, via email, via our website, via post, via application forms.

Third parties are organisations we have a legal reason to share your data with. These may include:

- Other parts of the health and care system such as local hospitals, the GP, the pharmacy, social workers, clinical commissioning groups, and other health and care professionals;
- The Local Authority;
- The police or other law enforcement agencies if we have to by law or court order.

HOW DO WE KEEP YOUR INFORMATION SAFE (EMPLOYEES/ FRIENDS/RELATIVES)

We are committed to keeping your information secure and have operational policies and procedures in place to protect your information. Cheswold Park Hospital is accredited to Industry Standard ISO27001 which is an internationally recognised information security framework;

The Hospital completes an annual mandatory information assurance return to NHS Digital -the Data Security and Protection Toolkit. The Data Security and Protection Toolkit is a tool that enables organisations to measure performance against the National Data Guardian's ten data security standards.

Cheswold Park Hospital has a Caldicott Guardian, who is responsible for protecting the confidentiality of patient information and enabling the appropriate sharing of information.

The Hospital has also appointed a Data Protection Officer (DPO) who is responsible for ensuring that the Organisation is able to demonstrate its compliance with the General Data Protection Regulation and Data Protection Act 2018.

When transferring any personal information we will use a secure means whenever possible (unless specifically requested otherwise by yourself). Those means include secure emails, like Egress Switch, NHSmail, recorded delivery, using strong encryption and password protecting documents, etc.

All employees and our partner organisations are legally bound to respect your confidentiality, all employees must comply with our security operating procedures. All employees are required to undertake annual information governance training and to be familiar with information governance policies and procedures. Any breach of these is treated seriously and could result in disciplinary action.

HOW LONG DOES THE HOSPITAL KEEP YOUR DATA (EMPLOYEES/ FRIENDS/RELATIVES)

All records held by Cheswold Park Hospital are subject to our Data Retention and Records Information Policies. These documents set out guidance on how long we should keep your information before we are required to review it and dispose of it securely. The Data Protection Act 2018 requires us to keep records for no longer than necessary. The length of time for retaining

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records will depend on the type of record, its importance to the Hospital’s business functions, and legal requirements.

Coronavirus Health Questionnaires will be retained for 21 days from the date of your visit.

YOUR RIGHTS (EMPLOYEES/ FRIENDS/RELATIVES)

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data

1. The right to access to the information we hold about you.
You have the right to request a copy of all of the data we keep about you. This is known as a “Data Subject Access Request”. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. We may not be able to supply you with some information if for example it has been provided by someone else who has not given permission for you to see it or it could cause physical or mental harm to you or someone else.
2. The right to be informed how we collect, use, store and share your information in a clear and transparent manner.
3. The right to rectification in specific circumstances. You have the right to ask us to correct any data we have which you believe to be inaccurate. It is important that the information we hold about you is accurate. Please inform us about any changes so we can update our records accordingly. You can also request that we restrict all processing of your data while we consider your rectification request.
4. You have the right to request that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the Hospital’s Retention Policy. We will not keep your personal data for longer than is necessary for the purpose.
5. You may also request that we restrict processing if we no longer require your personal data for the purpose, we originally collected it for, but you do not wish for it to be erased.
6. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
7. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.
8. You have the right to request the transfer of your personal information to another party (The right to data portability)
9. The right not to be subject to automated decision-making. Cheswold Park Hospital does not use your information to make automated decisions about you, nor to undertake profiling.

If you need further information or would like to exercise any of your rights, please contact our **Data Protection Officer:**

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Data Protection Officer	
Cheswold Park Hospital Cheswold Lane Doncaster DN5 8AR	Tel: 01302762862 dpo@cheswoldparkhospital.co.uk

COMPLAINTS

You can submit a complaint through the Hospital's Complaints Procedure, by writing to:

Complaints Co-ordinator	
Governance Team Cheswold Park Hospital Cheswold Lane Doncaster DN5 8AR	Tel: 01302762862 complaints@cheswoldparkhospital.co.uk

To get further advice or report a concern directly to the UK's independent authority you can do this by making contacting with:

Information Commissioner's Office	
Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Tel: 03031231113 https://ico.org.uk/global/contact-us/

CHANGES TO OUR POLICIES AND NOTICES

We review our information security practices on a regular basis, so this privacy notice will be updated periodically.

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