

East Lancashire CCG Fair Processing Notice for Staff

This notice is to inform members of staff how East Lancashire CCG ("The CCG") processes information about you as a member of staff.

The CCG process personal confidential data such as name, address, date of birth and / or sensitive data such as medical information (when appropriate).

For the purposes of this Notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

Your personal information is held and processed in accordance with the requirements of the Data Protection Act 1998.

How your information is used

The CCG only use your information where the processing is necessary for performance of staff contracts with the CCG or for compliance with any legal obligations which apply to the CCG as your employer. These obligations may include (but are not limited to):

- Pay and Pension
- Management of employee work or progress
- Staff Training (does not include training which is mandatory or a requirement of the job role)
- Internal Telephone Directory (when staff personal telephone numbers may be recorded. Work provided email and telephone numbers are not personal information)
- Administration of access to information systems (Where additional information is required)
- Personal emails (Includes HR, Grievance and Occupational Health. Emails as part of CCG work are not personal information)
- Prevention and detection of fraud
- Register of Interests including gifts and hospitality are published on the CCG website <http://www.eastlancscg.nhs.uk/about-us/registers-of-interests> as per statutory requirements <http://www.eastlancscg.nhs.uk/about-us/policies>

Sharing your information with other organisations

Information will only be shared with your consent, where there is a legal obligation for us to do so or where health and safety is at risk.

The CCG share your information with external organisations for the following purposes:

- In order to process your information for pay and pension, your information is transferred to Midlands and Lancashire CSU (The CSU) who undertake this on behalf of The CCG.
- Your information may be shared with Electronic Staff Record (ESR) system in order to allow you to access specific work based information about yourself.
- The CCG may use external companies to process personal information, for example archiving. In these circumstances, information is bound under contractual obligations to maintain that your information is confidential and secure.
- Your information may be processed by CSU IT department in order to set up or allow access to specific systems which you may require for your job role.

Your rights

The CCG processes all of your information under the Data Protection Act 1998 and you have all rights as contained in the legislation.

You have a right to request access to and / or request copies of the personal information that the CCG hold about you on our records whether this be paper or electronic records. This is done formally via the Subject Access Request process.

Your request must be made in writing to:

Governance and Corporate Business Manager
Walshaw House
Regent Street
Nelson
BB9 8AS

Further Information

It is important that the information we hold about you is up to date. If your personal details change or if they are currently inaccurate then it is important that you let us know by contacting your line manager.

If you would like further information about how we process your personal information and / or are unhappy about the way your information has been processed by the CCG, please contact:

Governance and Corporate Business Manager
Walshaw House
Regent Street
Nelson
BB9 8AS

If you are still not satisfied please contact:

The Information Commissioners Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 545745

Website: www.ico.org.uk