



Fareham & Gosport and South Eastern Hampshire Clinical Commissioning Groups

Factsheet – Staff

Your personal information – what you need to know

- Staff should be fully informed about how their information may be used
- There are strict conditions under which personal data may be disclosed
- Certain disclosures are not permitted without the express consent of the individual
- Individuals have the right to see what information is held about them, and to have any errors corrected
- Personal information should be anonymised wherever and whenever possible
- The legitimate use, disclosure or sharing of personal data does not constitute a breach of confidentiality
- Sharing of personal data between organisations can take place with appropriate safeguards
- Sometimes a judgement has to be made about the balance between the duty of confidence and disclosure in the public interest. Any such disclosure must be justified
- Personal data should be kept secure and confidential at all times.

Why we collect information about you?

The CCG needs to collect information from you to:

- Ensure that you are paid your salary
- To monitor your well-being and progression
- To keep a record of your employment history

What does the information include?

We work with NHS South, Central and West Commissioning Support Unit (CSU) to collate and process information which will also be shared with the following organisations, subject to strict agreements describing how it will be used:

- *NHS South, Central and West CSU - details about you, your training and development*
- *McKesson/Shared Business Services - HR and payroll information*
- *Solent NHS Trust - occupational health records*
- *Internal and External Auditors*

How we keep your information confidential?

Everyone working for the CCG has the responsibility to use personal data in a secure and confidential way. Staff that have access to information about individuals need to use it effectively, whilst maintaining appropriate levels of confidentiality. We will not disclose information about you to third

parties without your permission unless there are exceptional circumstances, such as where laws require information to be passed on or for auditing purposes.

Anyone who receives information from us is also under a legal obligation to keep it confidential. We are required by law to report certain information to the necessary authorities. Occasions when we must pass on information include:

- Providing key payroll data and personal identifiers such as contact details to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud
- Where a court order has been issued
- To investigate complaints, legal claims, counter fraud investigations or adverse incidents.

Subject Access Requests

Under the Data Protection Act 1998, you have a right (subject to the payment of a fee, if applicable) to:

- Be informed whether personal data is being processed (which includes if it is being held or stored)
- A description of the personal data held, the purposes for which it is processed and to whom the personal data may be disclosed
- A copy of the information constituting the personal data (subject to certain exceptions and conditions)
- Request access to your information under the Data Protection Act which will be dealt with within the 21 calendar day deadline set by the NHS (this request may incur a charge).

For Subject Access Requests relating to employment records, please contact the CSU HR Team by e-mail at operations.consulthr@nhs.net or call 0300 123 6220. Alternatively, use the following link to access the Data Subject Access Request form.

<http://consulthr.scwcsu.nhs.uk/index.php/resources/a-z-forms>