

HR, Staffing, Employment, Recruitment and Training Privacy Notice

Plain English Explanation

This Integrated Care Board collects and stores information pertaining to staff for the purposes of HR, employment, recruitment, and training.

Information is collected and stored about prospective, current and past employees, including self-employed and temporary staff.

Data is collected for purposes including recruitment and onboarding checks, occupational health referrals, staff training and payroll

We share information with the following organisations with your explicit consent or when the law allows: future employers reference request and HM Revenue & Customs.

1) Controller contact details	South East London Integrated Care Board 160 Tooley Street London SE1 2TZ https://www.selondonics.org/icb/
2) Data Protection Officer contact details	ICBDPO@selondonics.nhs.uk
3) Purpose of processing personal data	The ICB is processing data for the purpose of adhering to the legal obligations of the UK General Data Protection Regulation when delivering All Age Continuing Care packages to patients and service users.
4) Lawfulness Conditions and Special Categories	<p>The lawful justifications for the processing and possible sharing of this data are;-</p> <p><i>Article 6(1)(c) "the processing is necessary for compliance with any legal obligation to which the controller is subject"</i></p> <p>and</p> <p><i>Article 9(2)(h) "processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services"</i></p>
5) Recipient or categories of recipients of the shared data	The data will be shared with organisations including HM Revenue & Customs and future employers where a reference is requested.
6) Your Individual Rights	<p>Right to Object</p> <p>You have the right under Article 21 of the UK GDPR to object to your personal information being processed. Please contact the ICB if you wish to object to the processing of your data. You should be aware that this is a right to raise an objection, but this does not mean that the ICB will oblige your wishes in every circumstance.</p> <p>Right to Access and Correct Information</p>

	You have the right to access any personal identifiable data that is being shared and to have any inaccuracies in recorded data corrected.
7) Retention period	The data will be retained for the period as specified in the Records management code of practice and records retention schedule. Records Management Code of Practice - NHS Transformation Directorate . For further information, please contact the Information Governance Team
8) Right to Complain	<p>NHS SEL ICB is committed to ensuring that your data is managed and processed lawfully and securely, however if you require an further support, please contact the organisation's Data Protection Officer at: ICBDPO@selondonics.nhs.uk</p> <p>If, however, you are not satisfied that your query has been resolved, you have the right to contact the Information Commissioner to lodge a complaint: You have the right to complain to the Information Commissioner's Office. You can contact them at this link: https://ico.org.uk/global/contact-us/ or by calling their helpline on 0303 123 1113 (local rate) or 01625 545 745 (national rate). There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website).</p>