



Employee Privacy Notice

1. What is a privacy notice?

A Privacy Notice is a statement by Barnsley Hospital NHS Foundation Trust ("the Trust") that describes how we collect, use, retain, and disclose personal information we hold. It is sometimes referred to as a Privacy Statement or Fair Processing Notice.

This notice applies to all applicants, current and former employees, workers (including agency, casual, and contracted staff), volunteers, trainees, and those undertaking work experience.

A separate Privacy Notice is available for Occupational Health Information.

2. Why are we issuing this Privacy Notice?

Barnsley Hospital NHS Foundation Trust is committed to protecting personal and confidential information in accordance with our values and legal obligations.

This notice demonstrates our commitment to transparency and explains your rights over your personal information.

3. How is your information kept secure?

During the course of its employment activities, Barnsley Hospital NHS Foundation Trust collects, stores, and processes personal information in electronic and paper formats.

We take the security and confidentiality of your data seriously, and ensure it is processed fairly, lawfully, and securely. Personal information is not processed, transmitted, or stored outside the UK unless appropriate safeguards are in place.

A Senior Information Risk Owner (SIRO) is appointed at Board level.

The Trust's Data Protection Officer (DPO) provides independent advice and supports data protection compliance



4. Legal Basis for Processing Your Information

Under the **UK GDPR** and **Data Protection Act 2018**, the Trust processes your personal data based on:

- **Article 6(1)(b)** – Necessary for the performance of a contract
- **Article 6(1)(c)** – Necessary for compliance with a legal obligation
- **Article 6(1)(e)** – Necessary for the performance of a task carried out in the public interest

For special category data (such as health information, ethnicity, or trade union membership), we rely on:

- **Article 9(2)(b)** – Employment and social security obligations
- **Article 9(2)(h)** – Provision of occupational health and health care services

5. What types of personal data do we process?

We may process the following:

- Personal demographics (e.g., gender, race, ethnicity, sexual orientation, religion, disability)
- Contact details (e.g., name, address, telephone number, emergency contacts)
- Employment records (e.g., qualifications, references, identity and right to work checks)
- Financial information (e.g., bank details, pension information)
- Photographs
- Occupational health assessments
- Health and safety records
- Disclosure and Barring Service (DBS) checks
- Training and appraisal records
- Employee relations records (e.g., absence, grievances, disciplinary proceedings)
- Trade union membership information



6. Why do we process your information?

We collect and process your personal data to:

- Manage employment and administration (e.g., payroll, pensions, performance management)
- Provide security passes and access controls
- Support business planning and workforce management
- Fulfil legal obligations (e.g., health and safety, crime prevention)
- Provide education, training, and wellbeing services
- Meet national reporting requirements
- Prevent fraud and manage investigations

We do not collect or sell your data for direct marketing purposes.

7. Sharing your information

Your information will not be disclosed to third parties without your consent, except where required or permitted by law, including:

- Legal proceedings (e.g., court orders)
- Health & Safety Executive (HSE) reporting
- NHS Counter Fraud Service investigations
- Public interest disclosures (e.g., safeguarding)
- Referrals to professional regulatory bodies (e.g., NMC, HCPC)

Any disclosure will be minimal and assessed case-by-case, with appropriate safeguards in place.

8. Use of Third Party Companies

We may share data with trusted third parties for specific employment-related purposes, such as:

- Recruitment and selection providers



- Payroll, pension, and salary sacrifice scheme administrators
- Occupational health services
- Training and education providers
- Disclosure and Barring Service providers
- Workforce management systems (e.g., Electronic Staff Record – ESR)

All third-party providers must comply with contractual obligations and data protection requirements. An Information Asset Owner (IAO) oversees each relationship.

Streamlining Transfer of Employment Data

If you transfer employment within the NHS, your personal data may be securely transferred to your new NHS employer as part of the NHS Streamlining Programme to improve efficiency and workforce continuity.

9. Prevention and Detection of Crime and Fraud

We may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

10. How long do we keep your information?

We retain your information in line with **the Records Management Code of Practice for Health and Social Care 2021**. For example:

Employee records are usually retained for 6 years after employment ends unless a longer period is required by law.

In some cases, information may be retained for longer than the standard retention period due to **technical or system limitations**. Where this occurs, the Trust will



continue to protect your information in line with data protection principles until it can be safely and securely deleted.

Data will be securely deleted or destroyed when no longer required.

11. Your Rights

Under UK GDPR, you have the following rights:

- To be informed about how your data is used
- To access the personal data we hold about you
- To have inaccurate data corrected
- To have your data erased (subject to legal limitations)
- To restrict or object to processing
- To data portability (in certain circumstances)
- To not be subject to decisions based solely on automated processing

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you are unhappy with how your data is handled.

12. Access to Your Employment Records

If you wish to access your employment records (such as contracts, appraisals, and training records), please contact the Trust's Human Resources Department:

Email: barnsley.recruitment@nhs.net

13. Contact Us

If you have any queries or wish to exercise your rights, please contact:

Data Protection Officer:

Email: information.governance@nhs.net

If you remain dissatisfied, you can contact:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: **0303 123 1113**

Website: www.ico.org.uk

Last updated: April 2025 by the Information Governance Group