Northumbria Healthcare
NHS Foundation Trust

Use of Staff Information

Issued by Information Governance

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Introduction

This leaflet tells you what to expect when we collect and use your personal information. It applies to information we collect about:

- All staff in permanent and fixed term employment, including Agency & Locum workers and those on secondment
- Job applicants
- Former Employees
- Individuals contracted to carry out work on behalf of the Trust
- Students
- Honorary Contracts
- Bank staff
- Trust & subsidiaries

Northumbria Healthcare NHS Foundation Trust is the Data Controller for the information you provide unless otherwise stated. The information discussed within this leaflet is processed by the Trust on a contractual & legitimate interest's basis. If you have any queries regarding this Privacy notice, the Trust Data Protection Officer can be contacted via IGTeam@northumbria-healthcare.nhs.uk

Where individuals apply for a job with the North East and North Cumbria Integrated Care Board (ICB), Northumbria Healthcare NHS Foundation Trust will act as a Data Processor on behalf of the ICB during the recruitment process we will process your personal data in line with this privacy notice. Upon completion of the recruitment process all personal data for successful candidates will be passed to the ICB at which point Northumbria Healthcare NHS Foundation Trust will not have access to your information.

What we do with the information you provide to us?

All the information you provide during the process will be used for the purposes of progressing your application, or to fulfill legal or regulatory requirements as necessary. It is also used as part of your ongoing personnel file if you are successful. This allows us to carry out our HR functions and legal obligations to you as an employer. Where applicants enter employment with the North East and North Cumbria ICB, these processes will be carried out by that organisation.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area / EU. The information you provide will be held securely by us and/ or our data processors whether the information is in electronic or physical format.

We may share your information in very limited circumstances, usually this is only done with your consent. However there may be occasion when we need to share your information without this, such as if there is a legal requirement for us to do so. For example, in relation to the police investigating a crime.

On limited occasions we may also share your personal information with third parties for the purpose of debt recovery. Only the minimum personal data necessary will be shared in order to facilitate the recovery of the debt. The Trust ensure that an agreement is in place with any such organization and that information will be treated securely by them and in accordance to all data protection laws. Our legal basis for doing so is under legitimate interests.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

The information you submit to us via www.jobs.nhs.uk is imported to our Trac Recruitment system (Trac Systems Ltd).

Following the recruitment process, your information is used for employment purposes.

What information do we ask for and why?

We do not collect more information than we need to fulfill our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't. This information includes some 'special category' (sensitive) information, such as some information relating to your health.

Application stage:

If you use our online application system, this will be collected by a data processor on our behalf (NHS Jobs & Trac recruitment). Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means they cannot do anything with your information unless we have instructed them to do so. They will not share the information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

We ask for your personal details including name and contact details. We will also ask you about your previous experience, education and referees for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all the information provided on the application before it is anonymised for the individual carrying out the shortlisting in the department you have applied to. After the shortlisting stage the manager of the department will have access to some limited personal information relevant for the purposes of conducting the interview. Only after candidates have commenced employment would the recruiting manager have full access to all information provided and collated as part of the recruitment process.

Info on NHS Jobs:

After applying via NHS Jobs, your submitted application will be imported into our preferred Third party recruitment system. All subsequent information regarding your application will be generated from apps.trac.jobs.

You will not be able to track the progress of your application or receive messages through the NHS Jobs website, and furthermore, that as an employer, we will not be able to respond to any e-mails sent to us via the NHS Jobs website. By applying for a vacancy, you are agreeing to Northumbria Healthcare NHS Foundation Trust transferring the information contained in this application to its preferred applicant management system. If you are offered a job, information will also be transferred into the national NHS Electronic Staff Records system (ESR).

You will also be asked to provide equal opportunities information. This is not mandatory information – If you don't provide it, it will not affect your application. Only fields marked as mandatory will be considered compulsory questions. This information will not be made available to any staff outside our recruitment team and is only used for reporting equal opportunity information (all such reporting is anonymous).

Recruitment surveys:

As part of our continued efforts to improve our recruitment processes we may send you a survey on your experience. These surveys are optional and will be sent to you via the email address you have provided as part of your application. For successful candidates these surveys will be sent to your work

email address upon the commencement of your employment. Surveys will be sent out 30 days after the recruitment process has ended / after notification of unsuccessful interview outcome. Surveys will collect the role applied for and your age group. No personal information will be collected as part of the survey response.

Shortlisting:

Our hiring manager's shortlist applications for interview. All personal info is removed and only information relevant for shortlisting purposes is sent to the manager.

Assessments:

We carry out initial assessments which we are mandated to check following national/ regional alerts at the shortlisting stage. Further assessments are carried out on applicants prior to a conditional offer. Checks also include: compromise agreement declarations that would prevent the applicant from working for us for a set period (for example voluntary severance). We also check dismissals from previous posts.

If you have a Psychometric assessment, the results of this assessment will be retained for a period of 14 months before the results are securely destroyed.

Fit and Proper Person Test

For some of our roles you may also be required to undertake the NHS England Fit and Proper Person Test Framework for Board Members. Further information on this can be found here.

Right to Work checks

Through our recruitment process you may also be required to use our Digital Identity Service partner, TrustID. They are approved by the UK government for Right to Work and DBS checks. The Trust will provide you with a link so that you can use the application, where you will need to submit your passport, driving license and proof of address. TrustID will then provide a report to the Trust on the verification of your IDs and right to work. This report will be held within your personal file, it may also be used to undertake a DBS check.

Conditional offer:

If we make a conditional offer of employment we will ask for information so that we can carry out pre-employment checks. You must successfully complete pre-employments checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the UK and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- Where applicable, you will be asked to complete a criminal records declaration to declare any unspent convictions. You will be sent a link to complete a Basic Criminal Record check via the Disclosure and Barring Service, DBS online. Upon receipt of your ID documents, the DBS would be issued for processing.
- We will contact your referees, using the details you provide in your application, directly to obtain references (this is either done through our Trac Recruitment System or if you are transferring between NHS Trusts, the recruitment team may request this information via an 'inter-authority transfer' (IAT))
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done via our occupational health department.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments and expenses. All salary payments for those under the Northumbria Group such as NHFML are processed by (NHS Payroll) Northumbria Healthcare.
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Information for the NHS Pension scheme

Pre-Induction:

If you are transferring between NHS Trusts, the recruitment team will request an 'inter-authority transfer' (IAT) of training/competency information. This information will include competency names, dates achieved, information about you (name| application no.| employee no.) and about the role in which you will be joining. The notification will inform our Learning & Development Team, so that they can adapt your induction and minimize the potential of you duplicating statutory & mandatory training during your first few days within the Trust.

Post start date:

Our Code of Conduct requires all staff to declare if they have any potential conflicts of interest. If you complete this, the information will be held on your personnel file. For example the application form asks if candidates are related to a Director, have a relationship with a Director or employee of the appointing organisation, or secondary employment information. In relation to our Senior management such as Board of Directors this information may also be externally published.

During your employment we may also collect additional information relating to your health and social care, this may be through our occupational health department. For further information on this, please see our 'Your Health and Social Care' leaflet. If successful in employment, your details will also be provided to the payroll team in order to process your payment. Additionally, information regarding your employment may be collected by your manager or HR, this may include things such as additional training.

The Trust currently has in use a fingerprint reader which is used for time keeping of staff members (Clock in/out). As part of your role you may be required to use a clock system. The clock in/out readers in place in the Trust don't store an individual's fingerprints. Only certain aspects of an individual's fingerprint characteristics are stored. This data is then encrypted. This method is separate to what is done at a government level (Police etc.) and cannot be matched to any other sources to identify an individual by any organisation other than Northumbria Healthcare. This is only linked to an employee number that is held by the Trust.

All personal data held by the Trust, both for patients and staff are held in accordance with Data Protection laws and with confidentiality in mind. The data is not available to any individual unless there is a specific need for this and only for the purpose it has been collected for (time keeping in relation to your employment). The basis for using this data under GDPR is Article 9(2)(b) - for employment.

As the Trust does not rely on consent as a legal basis with this data being used for employment purposes you are not required to provide consent for the use of the fingerprint readers. The information that we hold to enable you to use the finger print devices is kept for the length of your employment with the Trust. If you leave the Trust the fingerprint template is destroyed as it is no longer required, additionally the data may be destroyed sooner if there is no longer a need for it.

Reasonable adjustments

Under the Equality Act 2010, employers have a legal responsibility to make reasonable adjustments for staff. As no two employers are the same, what may be reasonable for one employer, may not be for another. Regardless of these differences, the aim is to remove any substantial barrier that a person may experience in the recruitment process or within the workplace. As such, where reasonable adjustments are identified for an employee, these adjustments may be shared with the relevant internal teams reasonable for such adjustments. These may include, Line Managers and training teams to facilitate any adjustments.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment or the North East and North Cumbria ICB where you are employed by them. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 400 days.

How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and members of our recruitment team. All the information gathered during the application process is taken into account.

We follow the guidance provided by NHS Employers.

Pre-employment checking seeks to verify that an individual meets the preconditions of the role they are applying for.

There are six NHS Employment Check Standards that outline the type and level of checks employers must carry out before recruiting staff into NHS positions.

Foundation Membership

As part of our public functions as a NHS Foundation Trust all staff employed by the Trust are signed up as Foundation Members when employed. The information about you that is used includes: Name, Address, contact information such as phone number/email. This information is used for purposes such as: voting in elections for governors, taking part is surveys and consultations, receiving the Northumbria Foundation newsletter. It is also important to Northumbria Healthcare NHS Foundation Trust that our membership is representative of the local communities, as a result we also collect the following information for monitoring purposes: Gender, Age, Ethnicity, if you have any disability/ long term condition (optional and we do not collect details on any specific condition). You are able to opt out of this at any point by contacting the Foundation team. Further information can be found on the dedicated foundation page: https://www.northumbria.nhs.uk/get-involved/join-our-our-foundation-trust/

Staff Survey

As an NHS employer we are required to participate in the NHS staff survey. The purpose of the NHS Staff Survey is to collect staff views and experiences of working in the NHS and to provide information for deriving national and local performance indicators relating to staff engagement, diversity and inclusion. The survey is carried out on behalf of Trusts and other NHS organisations by third party survey contractors who contract directly with the trust. The contractors submit the data to the NHS Staff Survey Co-ordination Centre who are the national data processor for NHS England and provide benchmarking reports for each organisation along with national reports. The data is used to improve local working conditions for staff, and ultimately to improve patient care.

Information is provided by employing organisations. This includes name, work address, e-mail address and/or telephone details. It may also include full name, age, directorate, department or division, location, job title and staff group, maternity, pay band; ethnicity; long-standing illness, health problem or disability.

The responses to the survey remain confidential. Completed questionnaires are submitted directly to the independent survey Contractor. The employing organisation (Northumbria) does not have access to the completed questionnaires or to any linked personal data (e.g. names and addresses). The report that is sent back to the organisation presents the survey findings in summary form, and does not reveal the identity of the staff sampled.

The lawful basis for processing your information for these purposes is 'necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Staff Mobiltyways Survey

As part of the National Strategy of 'Delivering a Net Zero NHS' the Trust is required to work towards the reduction of emissions and the Trust's carbon footprint as a whole. In order to align with this National Strategy the Trust has partnered with Mobilityways to conduct a survey to collect data on staff commuting/travel to work. The purpose of the NHS Staff Survey is to collect data on staff travel methods, distance and frequency when commuting to work. The establishment of baseline data via the Mobiltyways platform, will help ensure that any future investment proposals are directed at the areas that will have maximum impacts, supporting goals and aspirations of the Trust towards the net zero target.

The survey is carried out on behalf of the Trust by Mobilityways via a web link sent to staff Trust email accounts to complete the survey. Mobilityways will provide benchmarking reports of data collected help inform the Trust and work towards improving staff transport whilst reducing cost and emissions.

Information is provided directly by the Trust to Mobilityways. This includes name, position, work address, Trust telephone and Trust e-mail address.

The responses to the survey remain confidential and will only be accessed by staff within the Sustainability Team.

The lawful basis for processing your information for these purposes is 'necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Sutton Programme Partnership

The direct Privacy notice for participants under the Sutton Programme can be found at: https://www.suttontrust.com/your-privacy/

Your rights

Under Data Protection laws, you have rights which allow you to find out what information is held about you, on computer and in certain manual records. This is known as "right of subject access", and applies to your information relating to your employment and the recruitment process.

If you want to see or receive a copy of your records speak to a member of the information governance team on the details provided below. In certain circumstances access to your records may be limited, for example, if it is felt to be in your best interest or for the protection of others.

Under the law, you may also have additional rights in relation to your information. For example:

- You also have the right to request any decisions taken by automated decision making with regards to your information;
- You have the right to rectification if your information is found to be inaccurate;
- The right to restrict processing (where applicable);
- The right to object (where applicable);
- The right to data portability.
- You may have the right to erasure of your personal information held by us, in certain circumstances.

You have the right to withdraw consent at any time, where consent has been given.

Further Information

If you would like to know more about how we use your information or if, for any reason you do not wish to have your information used in any of the ways described in this leaflet, please speak to the recruitment team or Information Governance team. If you do not feel comfortable doing this you can also contact the Trusts designated Data Protection Officer using the below contact information. Further guidance about data protection can be obtained at www.ico.org.uk. You also have the right to lodge a complaint with the Information Commissioners Office.