

Privacy Notice for Trust applicants, current employees (including bank staff) and volunteers

Dartford and Gravesham NHS Trust has staff based at several sites which include Darent Valley Hospital Dartford, Queen Mary's Hospital Sidcup, Gravesham Community Hospital, Medway Maritime Hospital, Maidstone and Pembury Hospitals, Regus House and Newton's Court, Crossways and the Community Diagnostic Centre, Livingstone Hospital, Dartford. Your base of work will be as per your job description.

This privacy notice explains how Dartford and Gravesham NHS Trust collect and use your personal information when you apply for a post, or work for the Trust as an employee or volunteer.

The Trust is committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

What information do the Human Resources (HR) and Payroll Departments collect?

We collect and process personal data and sensitive personal data relating to job applicants, employees, volunteers and students to manage the employment relationship.

We collect and process this information about you in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, we may collect this data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Applicants do not have to provide the information that we ask for, though by refusing to do so they may affect the progress of their application to work with us. This is because we are mandated to collect certain pieces of information before we are able to enter into an employment relationship with someone, such as their employment history, eligibility to work in the UK and details of their professional registration and qualifications.

The information we collect includes:

- Your name, address and contact details, including email address and telephone number
- Your date of birth and National Insurance number
- Details of your qualifications, skills and experience

Chair: Dr Jackie Craissati

Interim Chief Executive: Dr. Tom Clark



- Your employment history, both with previous employers and with the Trust once employed
- The terms and conditions of your current and previous employment
- Information about your remuneration, including entitlement to benefits such as pensions
- Details of your bank account
- Information about your marital status, next of kin, dependents, and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Information about your criminal record
- Details of your schedule (days of work and working hours) and attendance at work
- Details of periods of leave taken by you and the reasons provided for the leave. This will include the details of any annual leave, sickness absence, family leave and sabbaticals
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- Details of annual appraisals, performance improvement plans and related correspondence
- Information about medical or health conditions, including whether you have a disability for which the Trust needs to make reasonable adjustments
- Equal opportunities monitoring information, including information about your gender, ethnic origin, sexual orientation, health and religion or belief
- Your photo for identification badges and smart cards

This information will be stored in a range of different places, including in your personnel file, in the Trust's HR management systems and in other IT systems.

Why do we process personal data?

We process your personal data to enter into an employment contract with you and to ensure that the Trust is complying with its legal obligations during and after that employment contract ends.

Processing data allows the Trust to:

- Run recruitment processes
- Fulfil statutory requirements, such as checking entitlement to work in the UK and undertaking Disclosure and Barring checks where appropriate
- Pay our employees and administer benefits and pensions
- Ensure appropriate deductions of tax from salary
- Comply with health and safety laws

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- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of your contractual and statutory rights
- Maintain records of disciplinary and grievance processes to ensure acceptable conduct within the workplace
- Maintain records of employee performance and related processes, to plan for career development, succession planning and other associated workforce management purposes
- Maintain a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled
- Obtain occupational health advice, to ensure that it complies with duties concerning individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled
- Ensure effective general HR and business administration, including the issuing of ID badges and appropriate system access
- Provide references on request for current or former employees
- Respond to and defend against legal claims
- Monitor equal opportunities and promote equality in the workplace
- Provide Trust management teams and the Executive with high level, summary workforce information

Who do we share your information with?

Your information will be stored in a range of different places, including in your personnel file, in the Trust's HR management systems and in other IT systems. Access to this information is strictly controlled, with access limited to the relevant teams within HR and other corporate departments. Some limited information is available to line managers on request.

We use a number of third-party systems (systems not owned by the Trust) in order to manage our workforce and help us to deliver the contract of employment. These include the Electronic Staff Record (ESR), HealthRoster, Trac and eOPAS. Information is routinely transferred between the various HR systems in use at the Trust and our data warehouse, from which aggregate data is used to produce high level management information.

To facilitate the identifying, investigating, and prevention of fraud within the NHS, your information may be shared with the NHS Counter Fraud Authority (NHSCFA). NHSCFA is an independent special NHS health authority focused entirely on counter fraud work and is directly accountable to the Department of Health and Social Care. We may also share your information with other organisations to fulfil our lawful obligations as detailed above.

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Your information will not be shared for marketing purposes and will not be stored outside of the European Economic Area. If you wish us to send your data outside of the EEA, for example to issue a reference, we will ask for your specific consent.

Electronic Staff Record

On commencement of employment with the Trust, your personal data will be uploaded to the Electronic Staff Record (ESR). ESR is a workforce solution for the NHS, which is used by the Trust to effectively manage the workforce.

Streamlining is the process by which specific personal data is transferred from one NHS organisation to another when your employment moves. NHS organisations have a legitimate interest in processing your data in this way to ensure a safe and suitable workforce. The streamlining programme is a data-sharing arrangement aimed at improving efficiencies within the NHS with costs savings for Trusts and saving you time when your employment transfers.

Your personal data may be transferred under the NHS streamlining programme if your employment transfers to another NHS organisation, on a permanent or temporary basis. The data that is shared for streamlining purposes include employment history, immunisation and vaccination details, training records and details of DBS or professional registration status.

Your Rights

Under the Data Protection Act 2018, you have certain rights concerning the information we hold about you. These include having incorrect information corrected and asking us to stop using your information. There are exceptions to these rights, but where possible we will comply with your request. Please note that restricting access to certain pieces of your personal information may prevent us from fulfilling our contract of employment with you.

All requests should be emailed to the Workforce Information Department at dgn-tr.workforceinfo@nhs.net.

More information can be found on <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>. If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

Access to records

Under the Data Protection Act 2018, a person may request access to information (with some exemptions) that is held about them by an organisation. You can find out what data we have on you by making a 'Subject Access Request' in writing to the Workforce Information team.

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Contact

Any concerns about the use of your personal information should be directed in the first instance to the Data Protection Officer, please write or email:

Data Protection Officer
Dartford and Gravesham NHS Trust
Darent Valley Hospital
Darenth Wood Road
Dartford, Kent
DA2 8DA
Email: dgn-tr.dataprotectionofficer@nhs.net

What are we governed by?

The key pieces of legislation/guidance we are governed by are:

Accessible Information Standards (AIS)
Audit Commission Act 1998 (to participate in the National Fraud Initiative (NFI))
Computer Misuse Act 1990
Copyright Design and Patents Act 1988
Data Protection Act 2018
Freedom of Information Act 2000
General Data Protection Regulation (GDPR)
Health and Social Care Act 2012, 2015
Human Rights Act 1998 (Article 8)
Information Security Management – NHS Code of Practice
International Organisation for Standardisation (ISO) – Information Security Management Standards (ISMS)
Public Records Act 1958
Records Management Code of Practice 2021
The Common Law Duty of Confidentiality
The Re-Use of Public Sector Information Regulations 2015

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