

Staff Fair Processing Statement

Northampton General Hospital NHS Trust (NGH) is registered to process personal and sensitive information under the Data Protection Act 2018 – registration number Z4694847.

Information collected during the recruitment process will be used to support your application to the Trust. The Trust may need to share your information with third parties such as previous employers, referees and government agencies to verify the information and confirm your suitability to work. Unsuccessful candidates will have any paper records disposed after an appointing decision has been made. Electronic information may be available through *NHS jobs* for up to 13 months after closing date.

Successful candidates will have their application details transferred to a personnel record and entered onto the Trust's electronic staff record, including Payroll. Personnel records will be maintained in accordance with the Department of Health Record Management Code of Practice.

Employee information is not shared with a third party without your consent unless there is a legal basis for disclosure; for example for the detection and prevention of crime or under the Social Security Administration Act 1992, or, if it is in the legitimate interest of the Trust, for example for contingency planning and disaster recovery or the recovery of overpayments to staff through an external debt collection agency. Employee information is processed for the purpose of maintaining a personnel record including attendance and performance.

All individuals have a legal right to access information held about them and can amend factually incorrect information. Anyone wishing to obtain a copy of their record or for further details on their information rights please contact the Data Quality, Security and Protection Team.

It is important to note that the Trust uses a Fairwarning system which notifies the Data Protection Officer of any inappropriate access to NGH Systems. This includes staff accessing their own and others medical information for purposes outside their roles and responsibilities. Any member of staff wishing to access their own medical records, must do so by making a Subject Access Request through the Trust's Access Team.

health.records@ngh.nhs.uk

For more information about how we use your data, please visit our website for the Privacy Notice <https://www.northamptongeneral.nhs.uk/About/Information-and-Data-Protection/Privacy-Notice/Privacy-Notice.aspx>

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