

Use of Staff Information

Issued by Information Governance

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 during the process unless otherwise stated. The information discussed within this leaflet is processed by the Trust on a contractual & legitimate interest's basis.

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.

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.

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).

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.

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-employment 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.

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. 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 in 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, and/or e-mail address. 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.

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.

Contact Information

Information Governance team Information Governance Digital Services 3rd Floor Cobalt Business Exchange & Conference Centre Cobalt Park Way Newcastle upon Tyne NE28 9NZ 0191 607 3609 or; igofficer@northumbria-healthcare.nhs.uk	Data Protection Officer Tracey Best Digital Services 3rd Floor Cobalt Business Exchange & Conference Centre Cobalt Park Way Newcastle upon Tyne NE28 9NZ Tracey.best@northumbria-healthcare.nhs.uk
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