

Privacy Notice- Employee Information

Trust Wide Information

What is a 'Privacy Notice'?

A “privacy notice” is a statement issued by an organisation which explains how personal and confidential information about patients, service users, staff and visitors is collected, used and shared. This may also be called a privacy statement, fair processing statement or privacy policy. This privacy notice is issued by Liverpool University Hospitals NHS Foundation Trust (the Trust) as a healthcare provider, and covers the information we hold about our staff. A separate privacy notice is available for information we collect about patients and other individuals that may use our services.

Who are we and what do we do?

On 1st October 2019, the Trust was created, through the merger of Aintree University Hospital NHS Foundation Trust and Royal Liverpool and Broadgreen University Hospitals NHS Trust.

The Trust is a major NHS Trust providing healthcare services across Merseyside and beyond. As well as providing general and specialist health care, it plays an important role in the teaching and education of health care professionals and in healthcare research and innovation.

We are monitored by a number of different organisations including:

- NHS England
- The Information Commissioners Office (ICO)
- Care Quality Commission (CQC)
- Department of Health
- NHS Improvement

Our consultants, doctors, nurses and healthcare professionals are also regulated and governed by professional bodies.

Why have we issued this privacy notice for our staff and volunteers?

By issuing this privacy notice, we demonstrate our commitment to openness and accountability. We recognise the importance of protecting personal and confidential information in all that we do, and take care to meet our legal and other duties, including compliance with the following:

- Data Protection Act 2018
- Human Rights Act 1998

- Access to Health Records Act 1990
- Health and Social Care Act 2012, 2015
- Public Records Act 1958
- Copyright Design and Patents Act 1988
- Re-Use of Public Sector Information Regs 2004
- Computer Misuse Act 1990
- Common Law Duty of Confidentiality
- NHS Care Records Guarantee for England
- Social Care Records Guarantee for England
- International Information Security Standards
- Information Security Code of Practice
- Records Management Code of Practice
- Accessible Information Standards
- General Data Protection Regulations 2018

How do we collect your information?

Your information could be collected in a number of different ways. This could be directly from you in person, via the telephone or on a form that you have completed i.e. job application, contractual documentation or timesheet. Details may also come from an external source such as NHS jobs, your professional body, current or previous employers, the Disclosure and Barring Service, or government bodies like HM Revenue and Customs, the Department for Work and Pensions, or the UK Visas and Immigration

[Lawful basis for processing data](#)

What information do we collect?

The information that we collect about you may include details such as:

- Name, address, telephone, email, date of birth and next of kin
- Recruitment and employment checks for example professional membership, references, proof of identification and right to work in the UK, etc.
- Bank account and salary/wages, as well as pension, tax and national insurance details
- Trade union membership
- Personal demographics, including gender, race, ethnic origin, sexual orientation, religious or other beliefs, and whether you have a disability or require any additional support or adjustments for your employment
- Medical information relevant to your employment, including physical health, mental health and absence history
- Information relating to your health and safety at work, and any incidents or accidents
- Professional registration and qualifications, education and training history
- Information relating to employee relations (i.e. disciplinary proceedings, grievances and complaints, tribunal claims, etc.)

Depending on the position you hold with us, we may also collect information in relation to any current or previous criminal offences.

How do we keep your information safe and maintain confidentiality?

Under the Data Protection Act 2018, strict principles govern our use of information and our duty to ensure it is kept safe and secure. Your information may be stored within electronic or paper records, or a combination of both. All of our records are restricted so that only those individuals who have a need to know the information can get access. This might be through the use of technology or other environmental safeguards.

Everyone working for the NHS is subject to the Common Law Duty of Confidentiality. This means that any information that you provide to us in confidence will only be used in connection with the purpose for which it was provided, unless we have specific consent from you or there are other special circumstances covered by law.

Under the NHS Confidentiality Code of Conduct, all of our staff are required to protect information, inform you of how your information will be used, and allow you to decide if and how your information can be shared.

Every NHS organisation has a senior person who is responsible for protecting the confidentiality of your information and enabling appropriate sharing. This person is known as the Caldicott Guardian, and within our Trust this role sits with our Medical Director. You can find more details online:

[Meet The Board](#)

How do we use your information and why is this important?

We will only process your personal data where we have your consent or where the processing can be legally justified under UK law. These include circumstances where the processing is necessary for the performance of staff's contracts with us or for compliance with any legal obligations which applies to us as your employer.

This includes but is not limited to:

- Staff administration (Inc. payroll and pensions)
- Education, training and development
- Information and database administration
- Business management and planning
- Accounting and auditing
- National fraud initiatives

By signing your contract with the Trust, you consent to us holding and processing any information about you which you provide to us, or which may accrue as a result of employment.

Do we share your information with anyone else?

To support you in your employment and to enable us to meet our legal responsibilities as an employer, sometimes we will need to share your information with others. Some of the reasons for this are included under 'Why do we collect your information and how this is used?' on page 2.

Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a 'need to know' or where you have consented to the disclosure of your personal data to such persons.

Unless there is a valid reason permitted by law, or there are exceptional circumstances (such as a likely risk to the safety of you or others), we will not disclose any information to third parties which can be used to identify you without your consent. All information sharing with third parties is covered by a sharing agreement to ensure that only relevant information is shared, and this is done in a secure way which complies with the law.

International Transfers

We outsource a limited number of administration and IT support services to external organisations.

These companies are based within the European Economic Area and all services are provided under specific contractual terms, which are compliant with UK data protection legislation.

Only organisations with a legitimate requirement will have access to your information and only under strict controls and rules.

We will not sell your information for any purpose, and will not provide third parties with your information for the purpose of marketing or sales.

Mandatory Information Sharing

Sometimes we are required by law to disclose or report certain information which may include details which identify you. However, this is only done after formal authority by the Courts or by a qualified health professional.

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.

There may also be occasions when the Trust is reviewed by an independent auditor, which could involve reviewing randomly selected employee information to ensure we are legally compliant.

How long do we keep your information?

Your information is kept in accordance with the Records Management Code of Practice for Health and Social Care.

This is available from – [Records Management Code of Practice for Health and Social Care 2021](#)

What rights do you have?

Under the Data Protection Act 2018, you have the right to find out what information organisations hold about you.

These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- Automated decision making (without human involvement)
- Profiling, to predict your behaviour or interests

There are exceptions to these rights.

How can you get access to the information that we hold about you?

Under the terms of the Data Protection Act 2018, you have the right to request access to the information that we hold about you.

If you would like access to your HR Records, please submit a Subject Access request (SAR) to the Subject Access Department.

Aintree Hospital HR/Workforce/Volunteers - SAR@liverpoolft.nhs.uk

Royal Liverpool & Broadgreen Hospital - SAR@liverpoolft.nhs.uk

Occupational Health – occupational.health@liverpoolft.nhs.uk

Raising a concern

You have the right to make a complaint if you feel unhappy about how we hold, use or share your information.

If you have any queries or concerns regarding the information that we hold about you or you have a question regarding your privacy, please contact our Data Protection Officer:

Post: Lower Lane, Liverpool, L9 7LJ
Email: dpo@liverpoolft.nhs.uk
Phone: 0151 529 8878 / 6488

If you remain dissatisfied following the outcome of your complaint, you may then wish to contact the ICO:

Post: Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF
Web: <https://ico.org.uk/concerns/>
Phone: 0303 123 1113

You can also find details of our registration with the ICO online here:
www.ico.org.uk/esdwebpages/search

Our ICO registration number is Z9553640.

Please note that the ICO will not normally consider an appeal until you have exhausted your rights of complaint to us directly. Please see the website above for further advice.

A copy of this privacy notice is also available via our public website:

All Trust approved information is available on request in alternative formats, including other languages, easy read, large print, audio, Braille, moon and electronically.

يمكن توفير جميع المعلومات المتعلقة بالمرضى الموافق عليهم من قبل انتمان المستشفى عند الطلب بصيغ أخرى، بما في ذلك لغات أخرى وبطرق تسهل قراءتها وبالحروف الطباعية الكبيرة وبالصوت وبطريقة برايل للمكفوفين وبطريقة مون والكترونياً.

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زانیاری پنیوندیدار بهو نهخوشانهی له لایمن تراستهوه پسهند کراون، نهگس داوا بکریت له فورماتهکانی تردا بریتی له زمانهکانی تر، نیزی رید (هاسان خویندنهوه)، چاپی گهوره، شریتی دهنگ، هیلی موون و نهلیکترونیکی ههیه.

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