



Staff Information

Salisbury NHS Foundation Trust Privacy Notice for Staff

What personal information do we collect?

As a healthcare provider we collect different types of employee personal information which we hold securely and confidentially for the purpose of your employment including:

- your contact details such as name, address and date of birth: including emergency contact details
- education and training
- pre-employment checks
- details relating to employment and training, performance, professional registrations
- notes and reports about treatment you provided to patients, including clinic and operational visits and medicines administered

The sensitive information we collect relates to:

- National Insurance (NI) contributions and tax codes
- disclosure and barring checks
- ethnic origin
- sickness, and health
- your bank details
- employee feedback from patients and colleagues, compliments and complaints
- monitoring and use of the IT network and system
- performance monitoring and benchmarking

Related Legislation

- GDPR/Data Protection Act 2018
- Human Rights Act 1998
- Computer Misuse Act 1998
- Regulatory of Investigator Powers Act 2000
- Police and Justice act 2008
- Audit Commission Act 1998

Why do we use it?

The information we hold about you helps us to:

- assess your suitability for a position within SFT
- administer any pay, pensions, expenses and benefits you receive
- make sure that SFT provides safe and effective care to patients
- log any treatment you have provided to patients, including clinic and operational visits and medicines administered
- health administration and services
- match information for national fraud purposes

Other ways we may use your information is to:

- validate personal and professional references
- we analyse how you use SFT's IT equipment and network to improve services
- protect the health of the general public
- monitor spending
- help investigate any concerns or complaints you or your family have about their healthcare
- report infectious diseases
- provide accounts and auditing

The Human Resources department uses employee personal information to create anonymised and statistical compliance reports for scrutiny and action by the Trust Board, departments, directorates, and the Department of Health.

Data within the ESR and payroll system is anonymised or pseudonymised and used for workforce planning purposes on a local, regional and national level to meet the changing healthcare needs of the population.

Monitoring and recording staff training plans and achievements help the Trust to assess the organisation's compliance in terms of mandatory and statutory training.

Employment and training records held within the Managed Learning Environment (MLE) and ESR (Electronic Staff Record) enables the Trust to assure its' self and regulatory bodies, such as the Care Quality Commission (CQC), that we have the right numbers of staff, with the right skills, in the right place to deliver safe care.

How long do we keep personal information for?

SFT will only retain information for as long as necessary. Records are maintained in line with the NHS Code of Practice Records Management.

SFT ensures that personal information held in paper and/or electronic format will be securely destroyed when it has reached the appropriate retention period.

For more information about how we handle your personal information, and how long this information is retained please refer to the [Records Management Code of Practice for Health and Social Care 2016 - NHS Digital](#) or the Trust's Data Protection Officer on sft.information.governance@nhs.net