

# Privacy Notice – HR, Staffing, Employment, Recruitment & Training

This Practice collects and stores information pertaining to staff for the purposes of HR, employment, recruitment and training.

Information is collected and stored about prospective, current and past employees, including self-employed and temporary staff.

Data is collected for purposes including recruitment, occupational health, vetting checks, staff training and payroll.

We share information with the following organisations with your explicit consent or when the law allows: future employers reference request and HM Revenue & Customs.

<b>1) Controller</b> contact details	Sidcup Medical Centre Main Surgery - 2 Church Avenue Sidcup Kent DA14 6BU Branch Surgery - 231 Burnt Oak Lane Sidcup Kent DA15 9BQ Branch Surgery - 63 Thanet Road Bexley Kent DA5 1AP Branch Surgery - 19 Crook Log Bexleyheath Kent DA6 8DZ
<b>2) Data Protection Officer</b> contact details	John Eni-Uwubame GP Data Protection Officer <a href="mailto:gpdpo@selondonics.nhs.uk">gpdpo@selondonics.nhs.uk</a>
<b>3) Purpose</b> of the sharing	Legal Obligation
<b>4) The Lawfulness Conditions and Special Categories</b>	The lawful basis for processing, storing and sharing this data under UK Data Protection Legislation are -  Article 6(1)(c) “the processing is necessary for compliance with any legal obligation to which the controller is subject”.  And in addition, an Article 9 condition for processing must also be adhered to: -  Article 9(2)(b) – ‘processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment’.
<b>5) Recipient or categories of recipients</b> of the shared data	The data will be shared with HM Revenue & Customs and future employers where a reference is requested.

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<b>6) Rights to object</b>	You do not have to consent to your data being used for this purpose. You can change your mind and withdraw your consent at any time. Contact the Controller or the practice.
<b>7) Right to access and correct</b>	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
<b>8) Retention period</b>	The data will be retained for the period as specified in the specific employment protocol(s).
<b>9) Right to Complain.</b>	<p>You have the right to complain to us about the way your data is handled or processed. To so, please contact the Practice using the following details:</p> <p>Louise Wright Sidcup Medical Centre, 231 Burnt Oak Lane, Sidcup, Kent, DA15 9BQ <a href="mailto:sidcupmedical@nhs.net">sidcupmedical@nhs.net</a></p> <p>If you remain unsatisfied with our response, you have a right to complain to the Information Commissioner's Office. To do so, you can use this link <a href="#">Make a complaint about data protection and personal information   ICO</a> or call their helpline</p> <p>Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>