

HR, Staffing, Employment, Recruitment & Training

Privacy Notice

Summary

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 organisations with your explicit consent or when the law allows.

Details of processing

Purpose of the sharing

Legal Obligation

Lawful basis for processing

The lawful basis for processing, storing and sharing this data 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'

Recipient or categories of recipients of the shared data

The data will be shared with organisations with your explicit consent or when the law allows.

Retention period

The data will be retained for the period as specified in the specific employment protocol(s).

Your rights

Right to object

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.

Right to access and correct

You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.

Right to Complain

You have the right to complain to the Information Commissioner's Office, you can use this link <https://ico.org.uk/global/contact-us> or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

Contact details

Controller Contact Details	Penrose Health	3 Kingfisher Square Staunton Street, London SE8 5DA	020 8318 0190 privacy.penrosehealth.co.uk
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Data Protection Officer	Claire Clements	1 Lower Marsh, 3rd Floor, Lower Marsh, Waterloo, London, SE1 7NT	claireclements@nhs.net
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