

# Fair Processing Notice

## You and your personal information

### Security of information

Confidentiality affects everyone: Camden & Islington NHS Foundation Trust collects, stores and uses large amounts of personal data every day, such as medical records, personal records and computerised information. This data is used by many people in the course of their work.

We take our duty to protect your personal information and confidentiality very seriously and we are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper.

At Trust Board level, we have appointed a Senior Information Risk Owner who is accountable for the management of all information assets and any associated risks and incidents, and a Caldicott Guardian who is responsible for the management of patient information and patient confidentiality. We also have a Data Protection Officer which is our Head of Information Governance & security and can be contacted on [information.governance@candi.nhs.uk](mailto:information.governance@candi.nhs.uk)

### Why do we collect information about you?

This information is for staff who are employed by Camden and Islington NHS Foundation Trust (hereafter referred to as 'the Trust').

During the course of our activities, the Trust will collect, store and process personal information about our prospective, current and former staff. For the purposes of this Fair Processing Notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

We recognise the need to treat staff personal data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met. This Fair Processing Notice provides a summary of how we will ensure that we do that, by describing:

- \* the categories of personal data we may handle
- \* the purpose(s) for which it is being processed
- \* the person(s) / organisation(s) it may be shared with

This Notice also explains what rights you have to control how we use your information.

What laws apply to the handling of personal information?

How organisations can use personal information is determined by Law. The key legislation governing the use of information is listed below:

- \* The Data Protection Act 2018
- \* The Human Rights Act 1998
- \* Freedom of Information Act 2000
- \* Computer Misuse Act 1998
- \* Audit Commission Act 1998
- \* Regulation of Investigatory Powers Act 2000
- \* Access to Health Records Act 1990

The Data Protection Act (DPA) is the law that primarily determines how we can use your personal data.

For the purposes of the Data Protection Act, the Trust is the "Data Controller" (the holder, user and processor) of staff information.

### **What types of personal data do we handle?**

In order to carry out our activities and obligations as an employer we handle data in relation to:

- \* Contact details such as names, addresses, telephone numbers
- \* Emergency contact(s)
- \* Education and training
- \* Employment records (including professional membership, references and proof of eligibility to work in the UK)
- \* Bank details
- \* Pension details
- \* Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- \* Medical information including physical health or mental condition
- \* Information relating to health and safety
- \* Trade union membership
- \* Offences (including alleged offences), criminal proceedings, outcomes and sentences
- \* Employment Tribunal applications, complaints, accidents, and incident details

### **What is the purpose of processing data?**

Under the DPA, the Trust only processes your personal data where we have your consent or where the processing can be legally justified. These include circumstances where the processing is necessary for the performance of staff contracts with us or for compliance with any legal obligations which applies to the Trust as your employer, this will include sharing your information with other bodies where we have a statutory or legal obligation to do so (Please see other bodies below).

These obligations may include (but are not limited to):

- \* Staff administration (including payroll)
- \* Pensions administration
- \* Business management and planning
- \* Accounting and Auditing
- \* Accounts and records
- \* Crime prevention and prosecution of offenders
- \* Education
- \* Health administration and services
- \* Information and databank administration
- \* Sharing and matching of personal information for national fraud initiative

Other than where there is a statutory / legal requirement to share your information we will not publish any information that identifies you or routinely disclose any information about you without your express consent. At any time you have the right to refuse / withdraw consent to information sharing.

### How you can access your records

The Data Protection Act 2018 gives you a right to access the information we hold about you on our records. You can request this information by contacting the information governance department on [information.request@candi.nhs.uk](mailto:information.request@candi.nhs.uk)

- An indication of what information you are requesting to enable the Trust to locate it in an efficient manner.

If you think any information is inaccurate or incorrect, please let us know. **We do not charge for any requests for information under the Data Protection Act and are required to comply within 30 days.**

### Data controller

The Data controller responsible for keeping your information confidential is:  
Head of Information Governance & Security (Data Protection Officer)  
1<sup>st</sup> Floor, East Wing  
St Pancras Hospital  
4 St Pancras Way  
London  
NW1 0PE  
UK  
Telephone: 0203 317 7100

### Freedom of Information

The Freedom of information Act 2000 provides any person with the right to obtain information held by the Camden & Islington NHS Foundation Trust, subject to a number of exemptions. If you would like to request some information from us, please email us on [freedom.information@candi.nhs.uk](mailto:freedom.information@candi.nhs.uk).

### Complaints

The Information Commissioner's Office (ICO) is the body that regulates the Trust under Data Protection and Freedom of Information legislation. <https://ico.org.uk/>. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the. ICO at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)