

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

Plain English explanation

NHS North East London (NEL) 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 commission NECS CSU to manage Workforce System Services.

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

1) Controller contact details	NHS North East London 4th Floor – Unex Tower 5 Station Street London E15 1DA www.northeastlondon.icb.nhs.uk
2) Data Protection Officer contact details	NHS NEL DPO nelondonicb.ig@nhs.net .
3) Purpose of the sharing	Legal Obligation
4) The Lawfulness Conditions and Special Categories	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 should 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”
5) Recipient or categories of recipients of the shared data	The data will be shared with NECS CSU, HM Revenue & Customs and future employers where a reference is requested.
6) Rights to object	You have the right under Article 21 of the GDPR to object to your personal information being processed. Please contact NEL if you wish to object to the processing of your data. You should be aware that this is a right to raise an objection which is not the same as having an absolute right to have your wishes granted in every circumstance. NEL process personal data under Article 6(1)(c) on a lawful and legitimate basis where the organisation is obliged under law to comply with <ul style="list-style-type: none"> • UK Employment Legislation By complying with employment laws, NEL has compelling legitimate grounds for the processing which override the interests, rights, and freedoms in the right to object.
7) Right to access and correct	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
8) Retention period	The data will be retained for the period as specified in the specific employment protocol(s)
9) Right to Complain.	You have the right to complain to the Information Commissioner’s Office. You can contact them at this link: https://ico.org.uk/global/contact-us/ or by calling their helpline on 0303 123 1113 (local rate) or 01625 545 745 (national rate).

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	There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website).
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