

## How we keep your records confidential?

Everyone working for the NHS is subject to the Common Law Duty of Confidence. Information provided in confidence will only be used for the purposes stated and consented to by the individual, unless there are other circumstances covered by the law.

Under the NHS Confidentiality Code of Conduct, all of our staff are also required to protect your information, inform you of how your information will be used, and allow you to decide if and how your information can be shared. This will be recorded in your employment records.

We may need to share some information about you so we can all work together for your benefit.

We will not share information that identifies you for any reason, unless:

- You ask us to do so
- We ask and you give us specific permission
- We have to do this by law
- Where the health and safety of others is at risk

If you have concerns over how your information is used, please speak to your line manager.

## Your right to see your records

The Data Protection Act gives you the right of access to the information we hold about you:

- Your request must be in writing to the organisation holding your information
- We will need details including full name, address, date of birth etc
- There may be a small charge; we will discuss this with you. We are required to respond to you within 40 days

### Notification

The Data Protection Act 1998 requires organisations to lodge a notification with the Information Commissioner to describe the purposes for which they process personal information. This information is publicly available at the Information Commissioners Office at:

Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF  
Telephone: 01625 545745  
Fax: 01625 524510  
[www.ico.org.uk](http://www.ico.org.uk)



## East Staffordshire Clinical Commissioning Group

### HOW WE USE YOUR EMPLOYMENT RECORDS

#### This leaflet explains:

- Why the organisation collects information about you and how it is used
- With whom we may share information
- How we keep your employment records confidential
- Your right to see your employment records

## Why we collect information about you?

An employer is responsible for maintaining and keeping staff employment records for a certain period of time.

This information may be stored electronically or on paper and may include:

- Basic details about you, such as address, date of birth, next of kin
- Employment records
- Training records
- Details and records about professional development reviews

This information will only be used with your consent, unless the law requires us to pass on the information. It is essential we have your correct details. It is also important that information is accurate and up-to-date in line with the Data Protection Act 1998.

If your details change such as your name or address it is important that you advise the organisation as soon as possible.

The Patient Advice and Liaison Service (PALS) offers confidential advice, support and information on health-related matters. For details of your nearest PALS please ask your GP surgery or your local hospital.

## How your records are used?

The organisation may use your records to:

- Provide accurate and up to date information
- Ensure appropriate information is available when required for example in the case of an emergency to contact a relative or next of kin
- Make decisions and protect the rights of both the individual and the organisation

Your information may also be used to:

- Ensure the organisation can manage staff efficiently
- Provide evidence of progress and employment history
- Provide records of pension contributions
- Provide evidence in relation to the recruitment and employment process

Staff employment records contain personal and in some instances sensitive information and must have strict access controls placed on them.

## Who we might share your information with?

We may share information with the following partner organisations:

- Payroll/Pension Services
- Occupational Health
- Other organisations such as for CRB checks

We will not disclose your information outside the NHS without your permission unless there are exceptional circumstances, such as when the health and safety of others is at risk or it is required by law.

## Who is the Data Controller?

The Data Controller responsible for keeping your information confidential is:

East Staffordshire CCG  
Edwin House, Second Avenue,  
Centrum 100, Burton-on-Trent  
DE14 2WF  
Telephone: 01283 507100

We may also use external companies to process personal information, such as for archiving purposes.

These organisations will be bound by contractual agreements to ensure information is kept confidential and secure in compliance with the Data Protection Act 1998.