

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

NHS North Central London Integrated Care Board (ICB) collects and stores information relating to staff for the purposes of including employment (including recruitment), occupational health, training and payroll.

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

We commission NHS South East London ICB to carry out and manage some of our HR functions as a processor, these include; recruitment, training, payroll and pensions.

We share information with the following organisations with your explicit consent or when the law allows: future employers (reference request), HM Revenue & Customs, the Police, and NHS The NHS Counter Fraud Authority

Declarations of interest and gifts and hospitalities are required to be completed by all staff. Members of staff Band 8a and above will have their declaration of interest published on the ICB website. This is inline with the Information Commissioner’s guidance

For members for staff, including interims and governing body members who have significant decision-making powers, we are required by law to publish salaries.

<b>1) Controller</b> contact details	NHS NCL Integrated Care Board (ICB)  2nd Floor  Laycock PDC  Laycock Street  London  Greater London  N1 1TH
<b>2) Data Protection Officer</b> contact details	Tony Haworth Data Protection Officer <a href="mailto:Nclcb.dpo@nhs.net">Nclcb.dpo@nhs.net</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 are;-  Article 6(1)(c) “the processing is necessary for compliance with any legal obligation to which the controller is subject”  Or  Article6(1)(b) “the processing is necessary for a contract you have with the individual, or because they have aske you to take specific steps before entering into a contract’.  And in addition an Article 9 Condition for processing should be adhered to;-

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	<p>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’</p> <p>Article 9(2)(h) – ‘processing is necessary for the purpose of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the prevention of social care or treatment or the management of health or social care systems and services’</p>
<b>5) Recipient or categories of recipients</b> of the shared data	The data will be shared with NHS South East London ICB, HM Revenue & Customs and future employers where a reference is requested.
<b>6) Rights to object</b>	In some instances you have the right under Article 21 of the UK GDPR to object to your personal information being processed. Please contact the ICB 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.
<b>7) Right to access and correct</b>	<p>You have the right to access any identifiable data that is being held or shared and have any inaccuracies corrected.</p> <p>You have the right to make an access request to the ICB for information any information held.</p>
<b>8) Retention period</b>	The data will be retained for the periods specified in the ICBs retention schedule.
<b>9) Right to Complain.</b>	<p>You have the right to complain to the Information Commissioner’s Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></p> <p>or calling their helpline 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>