

SWASFT Privacy Notice for our Employees

Why we create and hold records about you

At South Western Ambulance Service NHS Foundation Trust (SWASFT) we keep records about your employment.

We may also use your personal data to:

- prepare statistics on NHS performance
- audit and manage Trust and NHS Services and monitor how we spend public money
- plan and manage the health service
- co-ordinate patient centric care
- manage emergency activity and service demand
- teach and train healthcare professionals and NHS employees
- conduct research and development in the healthcare industry
- provide welfare services and employee support services and to support employee health and wellbeing
- support recruitment processes
- support financial accounting and reporting functions

What information do we hold?

Examples of the types of personal data we hold are:

- your name, address, date of birth, NHS Number
- contact information i.e. home address, telephone number or email address
- details of your closest relative (“next of kin”) or representative
- your medications / drug usage
- any allergies you have
- your physical or mental health conditions
- your racial or ethnic origin
- your religious or other beliefs of a similar nature
- any offences, criminal proceedings, outcomes and sentences e.g. DBS outcomes
- your family, lifestyle and social circumstances
- your banking details
- your education, training and qualifications

What types of record do we have?

We may hold records about you in the following ways;

- training records
- personnel file



- application papers
- payroll information and pension records
- shift planning / rotas
- CCTV footage for our vehicles and buildings
- activity and performance data
- role based access

Who do we share data with?

We may share your personal data with the following organisations for the purposes of supporting employment and recruitment services, delivering or improving healthcare, or where there is a legal or authoritative requirement for us to do so:

- Clinical Commissioning Groups (CCGs)
- Health authorities such as NHS England
- Other NHS Trusts
- General practitioners (GPs)
- Other Ambulance Trusts
- Other NHS agencies such as community services or clinics
- Social services
- Education services
- Police Forces and Fire Service
- HM Coroners
- Local authorities
- Legal representatives
- DVLA
- Regulatory Bodies e.g. CQC
- Professional Bodies e.g. Nursing & Midwifery Council (NMC), General Medical Council (GMC), Health and Care Professions Council (HCPC) and Health & Safety Executive (HSE)
- Department for Work & Pensions
- Contractual partners

We may share information with the Police or DVLA for example where we have concerns over the safety of you, another person/other people or the general public.

What authority do we have to share information?

We, with the following organisations, may share personal data for the purposes of delivering or improving healthcare or where there is a legal or authoritative requirement for us to do so.

This table explains the laws that we have to follow when we share your information with other public authorities and organisations:



<i>Type of sharing</i>	<i>Lawful Basis</i>	<i>Legislation / authority</i>
Financial information e.g. pensions, payroll etc.	Contractual	<ul style="list-style-type: none"> General Data Protection Regulation – Section 6 (1)(b) & Section 9 (2)(b)
Professional registration e.g. HCPC	Public interest or Contractual.	<ul style="list-style-type: none"> General Data Protection Regulation – Section 6 (1)(e) & Section 9 (2)(h)
Pursuit / defense of legal claims	Necessary for the establishment, exercise or defence of legal claims	<ul style="list-style-type: none"> General Data Protection Regulation – Section 6 (1)(c) & Section 9 (2)(f)
Prevention and detection of Crime	Legislation	<ul style="list-style-type: none"> General Data Protection Regulation – Section 6 (1)(c) & Section 9 (2)(g) Data Protection Act 2018
Inquests	Legislation	<ul style="list-style-type: none"> Coroners and Justice Act 2009
Statutory returns e.g. Workforce, disability, ethnicity etc.	Public Interest	<ul style="list-style-type: none"> General Data Protection Regulation – Section 6 (1)(e) & Section 9 (2)(b)
Recruitment (current and prospective)	Contractual	<ul style="list-style-type: none"> General Data Protection Regulation – Section 6 (1)(b) & Section 9 (2)(b)

Any sharing of information is bound by the Common Law Duty of Confidentiality and the Confidentiality NHS Code of Practice.

Sharing Information

When we share information about you with others, we always do this in the best interests of you, the employee. We only share information that is strictly necessary. Where possible, we will not share your name or personal details about you.

For other reasons, such as potential media coverage or for our own publications (unless there is a really clear, overriding public interest), we will ask for your agreement before sharing information about you.

How long do we keep your records?

We retain records in accordance with the NHS retention and disposal schedule available [here](#). Once we no longer have a legal requirement to retain your personal information, we will normally destroy it securely. Where this is not possible (due to technical limitations), we will make sure your records are ‘put beyond use’ in accordance with the Information Commissioners Office guidance available [here](#). This means that the information can only be accessed if the Trust is served with a Court Order.

How do we keep your data safe and secure?

We only share your information on a “need-to-know” basis supported by legislation and/or appropriate authority.



Your information is kept safe using secure IT systems and suitable record management processes.

How do I obtain a copy of my personal data?

A request for a copy of your records can be made in writing to the HR department.

Raising a concern / providing feedback about how we use your data

Details of how to make a complaint, raise a concern, comment or provide feedback is available through the Adverse Incident reporting system.

Records amendment and deletion

Under certain circumstances you have the right for records held by us to be changed or deleted. You can make a request for your employment records to be amended or deleted by contacting the HR department.

Data Protection Officer

The Data Protection Officer for SWASFT is Nigel Gooding from the Data Privacy Advisory Service. The Data Protection Officer can be contacted by email at DPO-DPAS@Protonmail.com.

Please note your initial email will not be secure. Your email should not contain personal or sensitive information until a secure link has been established through the Protonmail system.

We hope this information is clear, but if you have any questions about how we use your personal information, please contact information.governance@swast.nhs.uk.