

# Privacy Notice

## 1. Introduction

This is ***Southern Hampshire Primary Care Alliance's*** Privacy Notice.

As part of the services we offer, we are required to process personal data about our staff, our service users and, in some instances, the friends or relatives of our service users and staff. "Processing" can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to being transparent about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

If you have any concerns or questions, please contact us at: E-mail: [shpca.info@nhs.net](mailto:shpca.info@nhs.net)

Or call: 023 924 1402

## 2. Staff

### What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data:

- Your basic details and contact information e.g. your name, address, date of birth, National Insurance number and next of kin;
- Your financial details e.g. details so that we can pay you, insurance, pension and tax details;

- Your training records.

We also record the following data which is classified as “special category”:

- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g. fit notes or in order for you to claim statutory maternity/paternity pay;
- We may also, with your permission, record data about your race, ethnic origin, sexual orientation or religion.

As part of your application you may – depending on your job role – be required to undergo a Disclosure and Barring Service (DBS) check (Criminal Record Check). We do not keep this data once we’ve seen it.

### **Why do we have this data?**

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legal obligation under UK employment law;
- We are required to do so in our performance of a public task;
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We process your special category data because

- It is necessary for us to process requests for sick pay or maternity pay.

If we request your criminal records data, it is because we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any). We do record that we have checked this.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

### **Where do we process your data?**

As your employer we need specific data. This is collected from or shared with:

1. You or your legal representative(s);

## 2. Third parties.

We do this face to face, via phone, via email, via our website, via post and via application forms.

Third parties are organisations we have a legal reason to share your data with. These include:

- Her Majesty's Revenue and Customs (HMRC);
- Our pension and healthcare schemes NHS Pensions, NHS South Central & West Commissioning Support Unit (CSU) .
- Our external payroll provider; Morris Crocker Chartered Accountants.
- Our external HR Advisors Monahans Chartered Accountants and Business Advisors.
- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC;
- The police or other law enforcement agencies if we have to by law or court order.
- The DBS Service: U-Check.

## 3. Friends/Relatives

### What data do we have?

As part of our work providing high-quality care and support, it might be necessary that we hold the following information on you:

- Your basic details and contact information e.g. your name and address.

### Why do we have this data?

By law, we need to have a lawful basis for processing your personal data.

We process your data because we have a legitimate business interest in holding next of kin and lasting power of attorney information about the individuals who use our service and keeping emergency contact details for our staff.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

## Where do we process your data?

So that we can provide high quality care and support we need specific data. This is collected from or shared with:

1. You or your legal representative(s);

We do this face to face, via phone, via email or post.

Third parties are organisations we have a legal reason to share your data with. These may include:

- The police or other law enforcement agencies if we have to by law or court order.

## 4. How do we store your personal information?

Your information is securely stored for the time periods specified in the [Records Management Code of Practice](#). We will then dispose of the information as recommended by the Records Management Code for example we will:

- securely dispose of your information by shredding paper records, or wiping hard drives to legal standards of destruction.
- archive your information at NHS South Central & West Commissioning Support Unit (CSU), Sage Payroll, Agilio TeamNet, Morris Crocker, Monahans, Iris Payroll, Sensei.

## Our Website

In order to provide you with the best experience while using our website, we process some data about you.

## 5. USING OUR WEBSITE

### Personal identification information

We may collect personal identification information from Users in a variety of ways. This is including, but not limited to, when Users visit or register on the site, subscribe, fill out a form. As well as in connection with other activities, services, features or resources available on our Site. Users may be asked for their, name, email address, mailing address, phone number. Users may visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can refuse to supply personal identification information, except that it may prevent them from engaging in certain Site related activities.

## **Non-personal identification information**

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, type of computer and technical information about Users means of connection to our Site, such as the operating system, Internet Service Provider(s) used and other non-personal information.

## **Web browser cookies**

Our Site may use “cookies” to enhance User experience. A User’s web browser places cookies on their device for record-keeping purposes and sometimes to track information about them. The User may choose to set their web browser to refuse cookies or to alert you when cookies are being sent. If they do so, some parts of the Site may not function properly.

## **What are Cookies?**

Cookies are small text files that are placed on your computer or other devices by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

## **What do we use Cookies for?**

We only use functional cookies in order to enhance your experience when using our website.

## **Your Consent**

By continuing to use our website, you give us your consent to use cookies for the analytical purposes above.

## **How do I change my Cookie settings?**

Most web browsers allow some control of cookies through the browser settings. To find out more about cookies, including how to change your settings or how to delete cookies that are already on your computer, visit the websites below. Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

[www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **Your rights**

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data:

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[www.shpca.net](http://www.shpca.net)

1. You have the right to request a copy of all of the data we keep about you. Generally, we will not charge for this service;
2. You have the right to ask us to correct any data we have which you believe to be inaccurate or incomplete. You can also request that we restrict all processing of your data while we consider your rectification request;
3. You have the right to ask that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the [Information Governance Alliance's guidelines](#).
4. You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.
5. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.

You may need to provide adequate information for our staff to be able to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to your request as soon as possible and at the latest within one month.

If you would like to complain about how we have dealt with your request, please contact:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
<https://ico.org.uk/global/contact-us/>