

## Human Resources- Staff Record

<b>Purpose</b>	The CCG holds personal and confidential information of its staff for employment-related purposes, such as recruitment, payment of salary, sickness and absence monitoring, disciplinary and grievance proceedings and professional development purposes.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health, racial or ethnic origin information)
<b>Legal basis</b>	<p>GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority</p> <p>GDPR Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment...social protection law in so far as it is authorised by Union or Member State law.</p> <p>For criminal conviction information (obtained via the Disclosure and Barring Service (DBS)) processing meets the requirements of Article 10 of the GDPR under Schedule 1, Part 1 of the Data Protection Act 2018 - processing in connection with employment, health and research - Processing necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection.</p> <p>Relevant legislation: the provisions of the Safeguarding Vulnerable Groups Act 2006 as a basis for carrying our DBS checks.</p>
<b>How we collect (the source) and use the information</b>	<p>The CCG uses information for the purposes of employment in a variety of ways including:</p> <ul style="list-style-type: none"> <li>• Employee development</li> <li>• Employee relations</li> <li>• Employee Resourcing</li> <li>• Health and Wellbeing</li> <li>• Workforce Planning</li> </ul>
<b>How long we will keep the information</b>	<p>Review with the intention to destroy.</p> <p>Trigger - Date staff employment terminates</p> <p>Period – Plus 6 years or the 75<sup>th</sup> birthday, whichever the sooner, if a staff record summary has been made.</p> <p>*Where they have been subject to radiation Plus 50 years from last entry or 75<sup>th</sup> birthday, whichever the longer.</p> <p>*Where they have been subject to asbestos Plus 40 years from last entry or 75<sup>th</sup> birthday, whichever the longer.</p> <p>*For clinical training records and records of significant training; keep until 75<sup>th</sup> birthday or 6 years following termination of employment.</p> <p>*For statutory and mandatory training records, completion of training plus 10 years.</p> <p>*For other training records, completion of training plus 6 years.</p>

	<p>For vaccinations and blood test results, records are kept from the date of treatment plus 40 years</p> <p>For incidents relating to working with children Keep until retirement age or for 10 years if that is longer.</p>
<p><b>Who we will share the information with (recipients)</b></p>	<p>The CCG shares information with a variety of organisation and individuals for a number of lawful purposes including:</p> <ul style="list-style-type: none"> <li>• Public disclosure under Freedom of Information - e.g. requested names or contact details of senior managers or those in public-facing roles;</li> <li>• Disclosure of job applicant details - e.g. to named referees for reference checks, to the Disclosure &amp; Barring Service for criminal record checks</li> <li>• Disclosure to employment agencies - e.g. in respect of agency staff;</li> <li>• Disclosure to banks &amp; insurance companies - e.g. to confirm employment details in respect of loan/mortgage applications/guarantees;</li> <li>• Disclosure to professional registration organisations - e.g. in respect of fitness to practice hearings;</li> <li>• Disclosure to Occupational Health professionals (subject to explicit consent);</li> <li>• Disclosure to police or fraud investigators - e.g. in respect of investigations into incidents, allegations or enquiries.</li> </ul>