

Privacy Notice Staff Records

What we do

Moorfields Eye Hospital NHS Foundation Trust is the leading provider of eye health services in the UK and a world-class centre of excellence for ophthalmic research and education. We have a reputation, developed over two centuries, for providing the highest quality of ophthalmic care. Our 2,300 staff are committed to sustaining and building on our pioneering legacy and ensuring we remain at the cutting edge of developments in ophthalmology.

Every year we treat more than 750,000 patients at City Road in central London and at 30 satellites, and, in partnership with the UCL Institute of Ophthalmology.

This means that we can provide more first-class care and treatment in the community, closer to where people live and work.

We provide a networked satellite model of care, out from our central London Eye Hospital, based on three geographical networks: Moorfields North, Moorfields South and Moorfields East. Within these geographical networks care is generally sub-divided into four different types of satellite service, ensuring a comprehensive range of eye care provision closer to patients' homes.

Why and how we collect information

As an employer, the Trust keeps and processes information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Trust and protect our legal position in the event of legal proceedings.. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the trust collect?

The Trust collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender
- the terms and conditions of your employment
- details of your qualifications, professional registration, skills, experience and employment history, references, including start and end dates, with previous employers and with the trust
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence
- information about medical or health conditions, including whether or not you have a disability for which the trust needs to make reasonable adjustments; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief
- trade union membership

The Trust may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment, from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Trust may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check

providers, information from credit reference agencies, fraud checks and information from criminal records checks permitted by law.

Data Security & Retention

Data will be securely stored in a range of different places, including in your personnel files, in the Trust's HR management systems and in other IT systems (including the Trust's email system).

The data will be retained in line with the Information Governance Alliance, Records Management Code of Practice for Health and Social Care 2016.

Why does the Trust process personal data?

The Trust needs to process data to enter into an employment contract with you and to meet its obligations under employment law, for the purposes of your employment contract and for other legitimate reasons. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer [benefit, pension and insurance entitlements].

In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

This applies to processing personal data before, during and after the end of the employment relationship to:

- run recruitment and promotion processes
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employees contractual and statutory rights
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
- operate and keep a record of employee performance, probationary periods and capability related processes, to plan for career development, and for succession planning and workforce management purposes
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled

- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the trust complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled
- ensure effective general HR and business administration
- provide references on request for current or former employees
- respond to and defend against legal claims
- maintain and promote equality in the workplace.

In order to do this we share information with third party providers such as credit reference agencies, NHS Counter Fraud, trust appointed auditors, Home Office, HMRC and other authorised government bodies,, NHSBSA for pension purposes, NHS Digital and NHS Improvement for statutory reporting purposes, Occupational Health providers, Higher Education Institutions such as medical colleges, deaneries, other NHS health providers, and other third parties that are required for the purposes of legitimate employment and your health and wellbeing.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the Trust processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

You will of course inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the Trust.

You are also requested to provide us with personal data relating to other people (for example, your spouse, civil partner, partner or dependents) in case we need to contact them in the case of an emergency.

Contact

If you have any questions or concerns regarding the information we hold on you, the use of your information or would like to discuss further then please contact the Information Governance Team,

Information Governance Team
Corporate Governance
Moorfields Eye Hospital NHS Foundation Trust
162 City Road
London
EC1V 2PD

Access to records

Under the Data Protection Act 1998, 2018 a person may request access to information (with some exemptions) that is held about them by an organisation. For more information on how to access the information we hold about you please contact your HR Business Partner or one of their team.

What are we governed by

The key pieces of legislation/guidance we are governed by are:

Data Protection Act 1998, 2018
Human Rights Act 1998 (Article 8)
Freedom of Information Act 2000
Health and Social Care Act 2012, 2015
Public Records Act 1958
Copyright Design and Patents Act 1988
The Re-Use of Public Sector Information Regulations 2015
Computer Misuse Act 1990
The Common Law Duty of Confidentiality
International Organisation for Standardisation (ISO) – Information Security Management Standards (ISMS)
Information Security Management – NHS Code of Practice
Records Management – Code of Practice for Health and Social Care 2016
Accessible Information Standards (AIS)
General Data Protection Regulations (GDPR) – post 25th May 2018