

**Holy Cross Hospital**  
**General Data Protection Regulation (GDPR)**  
**Privacy Notice**

The categories of employee information that the Hospital collects, processes, holds and shares include:

- personal information (such as name, date of birth, passport information, bank account, national insurance number)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications
- special categories of data including characteristics information such as gender, age, ethnic origin.

**Why Holy Cross Hospital collects and uses this information**

Holy Cross Hospital uses employee data to:

- maintain data on employees for compliance and employment records reasons
- enable individuals to be paid
- inform others where required eg pensions provider, HMRC

**The lawful basis on which Holy Cross Hospital processes this information**

The lawful bases for processing this information, in line with Article 6 of the GDPR, are:

- (a) Consent: the individual has given clear consent for Holy Cross Hospital to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract Holy Cross Hospital has with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for Holy Cross Hospital to comply with the law (not including contractual obligations).

**Collecting this information**

Whilst the majority of information employees provide to Holy Cross Hospital is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, Holy Cross Hospital will inform employees whether they are required to provide certain employee information or if they have a choice in this.

**Storing this information**

Holy Cross Hospital holds employee data within personnel files (hardcopies) and on the IT system.

## **Who Holy Cross Hospital shares this information with**

Holy Cross Hospital routinely share this information with:

- It's payroll bureau
- HMRC
- It's pensions provider
- It's accountant
- Professional advisors

## **Why Holy Cross Hospital shares employee information**

Holy Cross Hospital shares employee information for the processing of payroll and administration of pensions arrangements.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that the Hospital holds to make a request for your personal information, contact the H.R. Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way Holy Cross Hospital is collecting or using your personal data, we ask that you raise your concern with The Information Services Manager or Data Protection Officer.

Please sign to confirm your understanding to the above.

Signed

Date