

Our People and Site Personnel Privacy Notice

What is the purpose of this document?

Derbyshire Support and Facilities Services (DSFS) is committed to protecting the privacy and security of personal information. This statement explains how we collect, use, store and share information about people who work for us or provide services to us, in line with data protection law including the UK GDPR.

DSFS is the data controller for the information covered by this statement. This means we decide how and why your personal information is used. The statement applies to current, former and prospective employees, contractors, agency workers, bank workers, volunteers, secondees, honorary contract holders, consultants and other individuals who provide services to DSFS. It does not form part of any contract and may be updated from time to time.

Information we collect

The personal information we collect depends on your role, working arrangement and the services you provide. It may include:

- identity and contact details, such as name, address, date of birth, contact information, emergency contacts and next of kin;
- employment, contract or engagement details, including role, department, work location, working pattern, start and end dates, terms and conditions, agency or supplier details and access requirements;
- recruitment, onboarding and verification information, including right to work evidence, references, qualifications, professional registration, training, security clearance and criminal record checks where required or permitted by law;
- pay, tax, pension, benefits, expenses, bank account and National Insurance information, where relevant;
- workforce management information, including attendance, leave, rotas, appraisal, performance, training, employee relations, exit information and compensation history;
- information about your use of DSFS systems, equipment, premises and communications, including system access records, email and IT usage, CCTV, swipe card records, photographs and videos;
- special category information, such as health, disability, occupational health, accident or injury information, trade union membership, and equality monitoring information such as ethnic origin, religion or belief, or sexual orientation, where this is collected, relevant and lawful.

How we collect and use information

We collect information directly from you, from recruitment and onboarding processes, from managers, HR, payroll and occupational health records, from DSFS systems and premises records, and from third parties such as agencies, suppliers, previous employers, professional bodies and the Disclosure and Barring Service where relevant.

We use your personal information to recruit, onboard and engage workers; manage employment, contracts, assignments, access arrangements, offboarding and removal of access; and administer pay, tax, pensions, benefits and expenses.

We also use it to support workforce planning, training, performance, attendance, leave, wellbeing and occupational health; meet legal, regulatory, health and safety and employment obligations; prevent and detect crime, fraud and misuse of systems; protect DSFS staff, patients, services, premises and information assets; respond to requests, complaints and legal claims; and promote equality, inclusion and effective business administration.

Lawful basis for using your information

We only use your personal information where we have a lawful basis under the UK GDPR. The lawful basis we rely on will depend on the type of information and the reason it is being used. We may rely on one or more of the following:

Article 6(1)(b) – where processing is necessary to take steps before entering into, or to perform, an employment contract, contract for services, agency arrangement or other working engagement;

Article 6(1)(c) – where processing is necessary to comply with legal or regulatory obligations, such as employment, tax, immigration, health and safety, safeguarding, audit or reporting requirements;

Article 6(1)(f) – where processing is necessary for DSFS's legitimate interests, or those of a relevant third party, such as managing services, contracts, access, security, investigations, business continuity and legal claims, provided your rights do not override those interests; and

For special category information, such as health, disability or equality monitoring data, we must also identify a condition under Article 9 of the UK GDPR. Relevant conditions may include where processing is necessary for employment, social security and social protection law obligations; occupational health or assessment of working capacity; substantial public interest; equality monitoring; or the establishment, exercise or defence of legal claims. Criminal conviction and offence information will only be processed where required or permitted by law, where an appropriate lawful basis applies, and where suitable safeguards are in place.

Storage, sharing and security

We store information securely in personnel files, HR, payroll, recruitment, occupational health and other DSFS systems, including email and access control systems. Access is restricted to those who need the information for their role.

We may share your information internally with managers, HR, payroll, occupational health, IT, finance, governance, legal and other relevant teams. As DSFS is wholly owned by Chesterfield Royal Hospital NHS Foundation Trust, we may also share information with relevant Trust teams where needed to support workforce, administrative, governance or legal requirements.

We may share information with third parties where necessary, including agencies, suppliers, service providers, professional bodies, pension providers, insurers, legal advisers, auditors, regulators, the Disclosure and Barring Service, HMRC and other organisations where required by law. Where third parties process information on our behalf, we require appropriate confidentiality, security and data protection safeguards.

Where information is provided by or shared with an agency, supplier or other third party, they may also be a separate data controller for their own use of that information.

Retention and what happens if information is not provided

If you do not provide information we reasonably need, we may be unable to enter into or manage your employment, contract, assignment or engagement, pay you, provide benefits or access, meet legal obligations, or ensure the health, safety and security of our workers, patients, services and information assets.

We keep personal information only for as long as necessary for the purposes set out in this statement, and in line with DSFS retention schedules, legal, regulatory, employment, tax, health and safety, limitation and NHS record management requirements. In limited circumstances, we may process your information without notifying you or asking for consent where this is required or permitted by law.

Your rights

Depending on the circumstances, you may have rights to request access to your information, ask for inaccurate information to be corrected, request erasure, object to processing, request restriction of processing, or receive personal data you have provided in a structured, commonly used and machine-readable format.

To exercise your rights, please contact crhft.dsfs@nhs.net. We may need to confirm your identity before responding to a request.

Concerns, complaints and updates

If you have concerns about how your information is used, please contact your line manager, DSFS contact, contract manager or the HR Team in the first instance. You can also contact the Data Protection Officer at crhft.dpo@nhs.net.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at www.ico.org.uk or by telephone on 0303 123 1113.

We may update this statement at any time and will provide an updated version where substantial changes are made.

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