One of the biggest changes to UK data privacy law comes into effect on 25 May 2018. The General Data Protection Regulation, also known as GDPR, ensures that organisations protect your personal data to a greater degree and means that you'll have more control over how your data is used.

**What is an Employee Privacy Notice?**

An employee Privacy Notice explains to an individual the “what, how, where, why and when?” regarding how a data controller (employer) processes an employee’s personal data.

A vast array of employment related data is processed by employers and under the GDPR employers have to be more transparent and open than before. As employers we need to keep certain information so that we can remain your employer and management payments.

This is a combination of personal and financial information.

We are required by law to hold certain types of data on those we employ under the Health and Social Care Act and this data is examined during CQC inspection visits.

We are also required to share information about you with NHS Digital under a submission known as the Workforce Minimum Dataset.

We are also required by HMRC and various taxation laws such as The Income Tax (Pay As You Earn) Regulations 2003 to keep financial records.

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| Data Controller | The Data Controller is the GP Partners of Over Wyre Medical Centre who are responsible for keeping your information secure and confidential.  Over Wyre Medical Centre  Wilkinson Way  Preesall  Lancashire  FY6 0FA |
| Data Protection Officer | Dr J Kerrane  Over Wyre Medical Centre  Wilkinson Way  Preesall  Lancashire  FY6 0FA |
| Purpose of Processing | To comply with the Health and Social Care Act and taxation law. |
| Lawful Basis for processing | The legal basis will be:  Article 6(1)(c) “*processing is necessary for compliance with a legal obligation to which the controller is subject”.*  AND  Article 9(2)(h) “*processing is necessary for the purposes of preventive or occupational medicine, for assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health and social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3.*” |
| Rights to Object | Article 21 of the GDPR gives individuals the right to object to the processing of their personal data. This effectively allows individuals to ask you to stop processing their personal data.  The right to object only applies in certain circumstances  You have the right to object to some or all of the information being shared with CQC.  There is no right to have UK taxation related data deleted except after certain statutory periods. |
| Right to access and correct | You have the right to access the data that is being shared and have any inaccuracies corrected. |
| Right to be Forgotten | Under Article 17 of the GDPR individuals have the right to have personal data erased. This is also known as the ‘right to be forgotten’. The right is not absolute and only applies in certain circumstances. |
| Retention Period | The data will be retained for active use during the processing and thereafter according to NHS Policies, taxation and employment law. |
| Right to Complain | Should you have any concerns about how your information is managed at the Practice, please contact the  Practice Manager  Over Wyre Medical Centre  Wilkinson Way  Preesall  Lancashire  FY6 0FA  If you are still unhappy following a review by the Practice you can then complain to the Information Commissioners Office (ICO). www.ico.org.uk, casework@ico.org.uk, telephone: 0303 123 1113 (local rate) or 01625 545 745  If you are happy for your data to be extracted and used for the purposes described in this privacy notice then you do not need to do anything. If you have any concerns about how your data is shared then please contact the practice. |

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