

# How we use your information

## Staff Privacy Notice

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## Privacy Notice – Staff

### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act 2018.

### Who are we?

Wrightington, Wigan and Leigh NHS Foundation Trust (WWL) are the data controller and our contact details are given below. As the data controller, WWL decides how your personal data is processed and for what purposes.

### Why we collect information about you

As an employee of WWL, you have a contract of employment. The information you provide as part of your application, and which may be gathered during the course of your employment, is essential in order to carry out the contract of employment. The legal bases we have for the processing of this information are:

- We have a legal obligation with regard to employment law;
- It is necessary for the performance of the employment contract;
- It is in the legitimate interests of the Trust as the employer.

The data we hold must comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). It must only be used for specific purposes which are allowed by law.

We keep employment records about you in order to fulfill our side of the employment contract. This includes ensuring that you are paid, enrolled in the pension scheme and paying the correct national contributions. These records are either written down or held electronically on a computer. The records may include:

- Name;
- Date of birth;
- National Insurance number;
- Address;
- Salary details;
- Next of kin information
- Educational / training information
- Sickness absence
- Grievance or disciplinary action

These details will also be used by the Trust's proactive auditing software, FairWarning, to ensure that all access into medical records, patients and staff alike, is completely legitimate and there is no inappropriate access.

We may also collect other demographic information from you, such as:

- Gender;
- Ethnic Origin;
- Religious beliefs;
- Sexual Orientation.

This information is used to help us ensure that we provide a service that meets the needs of all our staff and helps to inform our Inclusion and Diversity Strategy.

If your information is to be used for any other reason, which is not for employment purposes, you will be asked for consent, unless the law requires information to be passed on to organisations such as HMRC.

## **Right of Access**

You can request to see your employment records at any time. The request should be in writing and we will require proof of identity (e.g. valid passport) and proof of address (e.g. utility bill). We have one calendar month to respond to simple requests. The amount of time allowed for requests that are deemed to be complex is extended by a further two months

## **Storage and Retention**

Your records are kept in locked filing cabinets or offices where only authorised personnel have access; this is either within the Human Resources Directorate (for medical staff) or with your Line Manager. All electronic information is controlled by restricted and authorised access.

If you leave our employment then your record is kept for a minimum of 6 years in line with current legislation. Once a record has reached its retention period it is reviewed and, if no longer required to be kept, destroyed confidentially and securely.

## **Rights of erasure/rectification**

Under legislation you have a right to request for information that is held about you to be rectified, i.e. change of address, marital status etc.

You may also request for information about you to be erased, however, due to other legislation such as employment law, we cannot always comply with your request. Where this is the case, we will fully discuss and explain the reasons why.

## Contact details

To exercise all relevant rights, for queries or for complaints please in the first instance contact our Data Protection Officer, by emailing [dpo@wwl.nhs.uk](mailto:dpo@wwl.nhs.uk) or by writing to the following address:

Data Protection Officer  
Wrightington, Wigan and Leigh NHS Foundation Trust  
Royal Albert Edward Infirmary  
Wigan Lane  
Wigan, WN1 2NN

You have the right to lodge a complaint with the Information Commissioners Office with respect to the management of your personal data. You can contact the ICO for further information on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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## Comments, Compliments or Complaints

The Patient Relations/Patient Advice and Liaison Service (PALS) Department provides confidential on the spot advice, information and support to patients, relatives, friends and carers.

## Contact Us

Tel: 01942 822376 (Monday to Friday 9am to 4pm)

The Patient Relations/PALS Manager  
Wrightington, Wigan and Leigh Teaching Hospitals NHS Foundation Trust  
Royal Albert Edward Infirmary  
Wigan Lane  
Wigan WN1 2NN

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## Ask 3 Questions

Become more involved in decisions about your healthcare. You may be asked to make choices about your treatment. To begin with, try to make sure you get the answers to three key questions:

1. What are my options?
2. What are the pros and cons of each option for me?
3. How do I get support to help me make a decision that is right for me?



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## How We Use Your Information

For details on how we collect, use and store the information we hold about you, please take a look at our “how we use your information” leaflet which can be found on the Trust website: [https://www.wwl.nhs.uk/patient\\_information/leaflets/](https://www.wwl.nhs.uk/patient_information/leaflets/)

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This leaflet is also available in audio, large print, Braille and other languages upon request. For more information please ask in the department/ward.

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