

Workforce / HR Privacy Notice

One Medicare Ltd trading as One Medical Group are the accountable Data Controller for employee data. Contact addresses are as follows:-

Workforce / HR	Registered Office	Data Protection Officer
Bank Top Farm	Bank Top Farm	Bank Top Farm
Blackhill Road	Blackhill Road	Blackhill Road,
Leeds	Leeds	Leeds
West Yorkshire	West Yorkshire	West Yorkshire
LS21 1PY	LS21 1PY	LS21 1PY

The Group's Workforce / HR team will collect, store and process information relating to your recruitment, employment and the management of your career within the Group. Your contract of employment with the Group will form the legal basis for this data processing, and the processing of your data is essential to your employment with the Group. Data processed will include your personal & demographic information, previous employment data and referencing, Right to Work documents, equality monitoring data, emergency contacts, banking information (for payroll), healthcare data (where required for sickness absence monitoring and Occupational Health assessments), forensic data (where required for DBS screening), shift assignments (for gathering enhanced rates of pay for payroll purposes, measuring European working time directive compliance & business continuity), appraisal and employee relation data (for HR personnel file compliance), verification of your professional registration (if applicable), and data concerning your pension.

When required, the Group will share your information with the organisations, agencies and bodies listed below, for the purpose shown. We will only share information which is relevant to that particular purpose, and will not share your information outside of these purposes without your explicit consent, unless required to do so by law. The Group does not process personal data outside the European Economic Area.

Who	Why
One Medicare Ltd; Sage	Payroll
NHSBSA (NHS Business Services Authority); The People's Pension	Pension
LTHT (Leeds Teaching Hospital Trust); Kirklees Employee Health; Sheffield TH; Ashford and St Peters Hospital, Chertsey; Northampton Healthcare NHST; NHS Grampian OH Service; Everwell Occupational Health; Sugarman Health and Wellbeing	Occupational Health
RotaMaster; Simply Personnel	Workforce management solution, including healthcare data, personal and demographic data for the purposes of rostering and payroll
JobTrain	Applicant Tracking System for Recruitment. Handles demographic and applicant data.
Croner	Employment Law and Human Resources provider
Klarity	IT infrastructure, e.g. emails
The Home Office (HO)	Government department responsible for visas and immigration
TPP (System One); EMIS; Aadastra	Clinical System Administration
ILM, Hart Learning and Development, Health Education England, BPP, Open University	Leadership training, Apprenticeship Provider
Leeds Cloud; THIS; Egton; EMBED; NECS; NEL CSU; Healthcare Computing; Royal Berkshire IT	IT site infrastructure, smart card issuing and support
UKcrbs	Providers of 'Disclosures DBS'
NHS Digital	Provision of National Workforce Reporting Service data. Reporting of employee information to NHS Digital

When required, applicable systems may provide automated alerts to an appropriate member of Group staff when information changes. The appropriate information about you will also be shared and used to support the following;

Professional Registration & Regulatory Bodies
NMC (Nursing & Midwifery Council)
HCPC (Health & Care Professions Council)
GMC (General Medical Council)
DBS (Disclosure & Barring Service)
CQC (Quality Care Commission)
GPhC (General Pharmaceutical Council)

The Group will retain and subsequently securely dispose of Workforce / HR records in accordance with the requirements of the Records Management Code of Practice for Health & Social Care.

You have a right to request a copy of any and all the records the Group holds that are about you, which we will provide to you within 30 days of receiving your written request. We will correct any factual errors within your records.

You have a statutory right to raise a complaint with the Information Commissioner's Office if you feel we have failed to honour your rights under Data Protection legislation.