**Birchgrove Surgery - Staff Privacy Notice**

**Introduction**

Birchgrove Surgery is committed to protecting the privacy and security of your personal data. This privacy notice outlines how we collect, use, store, and protect personal information about our staff in compliance with the General Data Protection Regulation (GDPR).

**1. Data Controller**

Birchgrove Surgery is the data controller for the personal data we hold. This means we are responsible for determining the purposes and methods of processing personal data within the organisation.

**2. Personal Data We Collect**

We collect and process the following categories of personal data about our staff:

* **Identity Information**: Name, date of birth, gender, national insurance number, and photograph.
* **Contact Information**: Home address, telephone numbers, and email addresses.
* **Employment Details**: Job title, employment history, contract, salary, and benefits information.
* **Background Checks**: References, right-to-work documentation, DBS checks, and other relevant vetting information.
* **Health and Safety**: Medical information required for statutory health and safety compliance, including workplace assessments, sick leave, and occupational health records.
* **Payroll Information**: Bank details, tax codes, pension information, and other payroll-related data.
* **Performance and Training**: Records of appraisals, disciplinary actions, training, and development activities.
* **IT and Communications**: System access logs, emails, and other communication data generated using our systems.

**3. How We Use Your Personal Data**

We process your personal data for the following purposes:

* **Managing Employment**: To facilitate HR administration, payroll, performance appraisals, and other employee management functions.
* **Legal Compliance**: To comply with legal obligations such as tax reporting, employment law, health and safety regulations, and right-to-work requirements.
* **Protecting Staff and Patients**: To ensure the security and safety of our staff and patients, including health and safety measures.
* **IT and System Management**: To maintain and secure our IT systems, monitor usage, and prevent unauthorised access.

**4. Legal Basis for Processing**

We process personal data based on several lawful grounds, including:

* **Contractual Obligation**: For fulfilling employment contracts.
* **Legal Obligation**: For complying with legal requirements, such as tax and employment law.
* **Legitimate Interest**: Where we have a legitimate interest in processing data, such as ensuring workplace safety or preventing fraud.
* **Consent**: In cases where you have provided explicit consent, such as specific health-related disclosures.

**5. Data Sharing and Security**

We may share your personal data with:

* **Third-Party Providers**: Including payroll providers, pension schemes, and IT support services.
* **Regulatory Authorities**: As required by law, we may share information with bodies such as HMRC or other government bodies.
* **Internal Departments**: Relevant data is shared within our organisation on a need-to-know basis, subject to strict access controls.

We implement robust security measures to protect personal data from unauthorised access, loss, or misuse. Access to personal data is restricted to authorised personnel only.

**6. Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including satisfying any legal, regulatory, or reporting requirements. After the retention period, data is securely deleted or anonymised.

**7. Your Rights**

Under GDPR, you have specific rights regarding your personal data. These include:

* **Access**: The right to request access to your personal data.
* **Rectification**: The right to request correction of inaccurate data.
* **Erasure**: The right to request deletion of your data, subject to specific conditions.
* **Restriction**: The right to request restriction of processing in certain circumstances.
* **Objection**: The right to object to certain types of processing, including for direct marketing purposes.

To exercise any of these rights, please contact the Data Protection Officer (DPO).

**8. Data Protection Officer (DPO)**

If you have any questions about this notice or how we handle your personal data, you may contact our Data Protection Officer:

**Laura Sutherland**

**9. Changes to This Privacy Notice**

We may update this privacy notice from time to time. We will notify you of any changes and provide you with the latest version of this notice.

**Acknowledgment**

By signing below, you acknowledge that you have read and understood this privacy notice.