

## What are your rights?

If we need to use your information for any reasons beyond those stated above, we will discuss this with you and ask for your explicit consent. The Data Protection Act 2018 (subject to Parliamentary approval) gives you certain rights, including the right to:

- Request to access the personal data we hold about you, e.g. personnel records. If you wish to do this, please contact the Trust's, Human Resources Department in writing. Please remember to include details of the information you require plus contact details and two forms of identification such as a copy of your driving license/ passport and also a document with your name and address on such as a utility bill;
- Request the correction of inaccurate or incomplete information recorded in our records, subject to certain safeguards. Contact the Information Governance Team for further information;
- Request that your information be deleted or removed where there is no need for us to continue processing it and where the retention time has passed;
- Ask us to restrict the use of your information where appropriate;
- Ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information;
- To object to how your information is used;
- To challenge any decisions made without human intervention (automated decision making)

## Help us to keep your information up-to-date.

It is very important that the information we hold about you is accurate. Please tell us about any changes to your name, address or circumstances that may affect your contract.

**Arabic** يُرجى الاتصال بنا إذا كنتم ترغبون في الحصول على المعلومات بلغة أخرى أو بتسبيق مختلف.

**Bengali** আপনি এই তথ্য অন্য ভাষায় বা আলাদা আকারে Bengali পেতে চাইলে অনুগ্রহ করে আমাদের সাথে যোগাযোগ করুন।

**Urdu** اگر آپ یہ معلومات دیگر زبان یا مختلف فارمیٹ میں چاہتے ہیں تو برائے مہربانی ہم سے رابطہ کریں۔

**Chinese** 若要以其他語言或格式提供這些資訊，請與我們聯繫

**Polish** Aby uzyskać informacje w innym języku lub w innym formacie, skontaktuj się z nami.

**Portuguese** Queira contactar-nos se pretender as informações noutra idioma ou num formato diferente.

## How to contact us

IM&T Directorate, The White Building  
Littlemore Mental Health Centre,  
33 Sandford Road  
Littlemore  
Oxford  
OX4 4XN

Tel: 01865 902 770

Website: <https://www.oxfordhealth.nhs.uk/privacy/>

Email: [subject.access@oxfordhealth.nhs.uk](mailto:subject.access@oxfordhealth.nhs.uk)



Information Governance

# Your rights and your records

This leaflet explains how we use and safeguard information about you and your personal record, who may have access to the information, and how you can arrange to see it.

Please note that the terms 'employee' and 'worker' are referred to throughout this leaflet to cover the different types of contracts held within Oxford Health NHS Foundation Trust.

## Who we are:

Oxford Health NHS Foundation Trust (OHFT) provides physical, mental health and social care for people of all ages across Oxfordshire, Buckinghamshire, Wiltshire, Bath and North East Somerset.

The Trust employs more than 6,000 staff and flexible workers providing care over four counties. Our services are delivered at community bases, hospitals, clinics and in people's homes. We focus on delivering care as close to home as possible.

## How is your information used?

The main purpose is to provide you with the appropriate Human Resources service to help you in your career with OHFT.

Your information may also be used for other NHS purposes and passed on to other organisations so we can all work together for your benefit. The sharing of information is strictly controlled.

## What information do we collect from you?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)

- Contact details such as names, addresses, telephone numbers and emergency contact(s)
- Employment checks as per NHS Employers standards
- Employment history and reference checks
- Proof of eligibility to work in the UK
- Bank details
- HMRC details (to include tax code)
- Pension details
- Occupational health information (medical information including physical health or mental condition)
- Information relating to health and safety
- Employment Tribunal applications, complaints, accidents, and incident details

## What do we do with your personal information?

Your personal information is processed for the purposes of:

- Staff/Worker administration and management
- Workforce management
- Payroll administration
- Pensions administration
- Registration to NHS Care Record Service
- Registration for using library services.

## When is your information shared?

In some situations we have a legal duty to report information to the appropriate authorities, for example:

- Disciplinary/ investigation processes; including referrals to Professional Bodies, e.g. NMC and GMC;
- Legislative and/or statutory requirements;
- A Court Orders which may have been imposed on us;
- NHS Counter Fraud requirements;
- Request for information from the police and other law enforcement agencies for

the prevention and detection of crime and/or fraud if the crime is of a serious nature.

As a Trust we do use third party providers to facilitate your employment with OHFT who require us to share your personal information, for example:

- Our Payroll provider, Salisbury NHS Trust
- Our DBS provider, CareCheck

## How do we maintain your record and keep your information secure and confidential?

We take security and confidentiality very seriously. Staff and workers are required to abide by Trust Policy which defines the strict codes of conduct expected from anyone accessing your personal information, and participate in regular Information Governance training and workshops at Trust Induction.

Your personal information may be held in both paper and electronic forms for specified periods of time as set out in the NHS Records Management Code of Practice for Health and Social Care and National Archives Requirements.

OHFT takes Cyber Security seriously and has dedicated teams of people who are regularly reviewing and updating security to the Trusts Confidential and Personal data both about the Trusts patients, staff and workers.