The [insert practice name] processes personal identifiable information that relates to staff and is therefore required by law to comply with the UK General Data Protection Regulations (UK GDPR), which protect your privacy and ensure that your personal information is processed fairly and lawfully.

Our Data Protection Officer is [insert name of DPO].

## Our Commitment to You

The [insert practice name] is committed to ensuring that it complies with UK GDPR and applies ethical principles to all aspects of its work to protect the interests of staff and maintain the confidentiality and security of any personal information held in any form by the practice.

## Why does the Practice hold Personal Information about me?

We keep information about you to meet the statutory requirements expected of an employer.

Our legal basis for holding this information is [Add the lawful basis/bases for holding the information and a brief explanation of why this applies].

## How does the Practice collect Personal Information?

We collect personal information either directly from you or are provided with it by third parties, such as previous employers or training providers. It is important that the personal information we hold about you is accurate and current. Please keep us informed of any changes to your personal information.

## What Personal Information is kept?

The following personal information is kept and updated regularly [amend/update this list to include all types of staff personal data held by the practice]:

* personal information and contact details, including your name, address and date of birth
* health clearance and immunisation status
* employment and educational histories
* leave records
* performance and appraisal information
* information on training and professional development.

## How is my Personal Information processed?

### Processing of Personal Information

We process your personal data in the following ways:

**Practice management** – we retain your personal information to ensure that we comply with the terms and conditions of your employment with regards to remuneration, annual leave, sickness absence etc.

**Training and professional development** – we retain information about your education, training and appraisal records to ensure that you have the appropriate up-to-date qualifications for your role.

**Health and Safety** – we retain information on your health clearance and immunisation status to ensure compliance with measures to reduce the risk of healthcare worker-to-patient transmission of blood-borne viruses (BBVs) and Tuberculosis (TB)

[add additional info on data processing here]

### Sharing Relevant Information

We will share personal data where appropriate and necessary with third parties such as other employers, the HM Revenue and Customs, pension providers, educational institutions and regulatory and professional bodies [amend/update this list to include all third parties with whom you may share data].

In these cases, only the minimum information required will be shared. Rarely, the law requires us to pass on information to prevent serious crime or injury. Where possible, we will inform you of requests to share personal information.

### Storage and Retention of Personal Information

We will not keep records for longer than necessary and after they are no longer required, records will be incinerated or shredded [delete, as appropriate].

Personal information is stored on a secure password-protected practice computer system and a manual filing system [delete/amend, as appropriate]; only authorised practice staff have access to these systems [alter, as appropriate]. Back-ups of these data are made regularly.

## Your Right to Access Personal Information

You have the right, under UK GDPR, to request a copy of the information held on you by our Practice. If you would like to make a request, please ask [insert name of practice contact e.g. the Data Protection Officer].

We do not charge a fee for this information, unless we deem the request to be excessive, and [amend, as appropriate] will respond to your request within one month of its receipt. If we refuse your request, we will tell you reasons for this. You have the right to appeal to the Information Commissioner’s Office in this situation (see below for contact details).

You have the right to request correction of your information where there is an inaccuracy, request that we erase your information, object to the processing of your information or ask for the processing to be restricted. You also have the right to request the transfer of your personal information to another party. If you have concerns about the way we handle your personal information, you have the right to complain to the Information Commissioner’s Office (see below for contact details).

If you have a query or would like more information, please contact [insert name of practice contact e.g. the Data Protection Officer].