

## STAFF PRIVACY NOTICE – COVID-19

<p>In response to the COVID-19 pandemic the Trust has been required to process additional information about its employees, volunteers and contractors.</p> <p>This processing is necessary for the Trust to fulfil its public duties and ensure the safety of its staff, patients and visitors.</p>	
1) Data Controller	<p>George Eliot Hospital NHS Trust College Street Nuneaton CV10 7DJ</p>
2) Data Protection Officer	<p>Ben Wilczynski <a href="mailto:Data.ProtectionOfficer@geh.nhs.uk">Data.ProtectionOfficer@geh.nhs.uk</a></p>
3) What data we collect	<ul style="list-style-type: none"> <li>• Name</li> <li>• Staff ID number</li> <li>• DOB</li> <li>• Gender</li> <li>• Contact number</li> <li>• Details of symptoms of illness (if any)</li> <li>• Dates and times of work</li> <li>• Diagnostic test results</li> <li>• Details of close patient and staff close contacts</li> </ul>
4) Purpose of the processing	<ul style="list-style-type: none"> <li>• Response to public health emergency (<a href="#">COPI Notice 2020</a>)</li> <li>• Safety of staff, patients and visitors - Results may be shared with your line manager, HR or Occupational Health Department (This will include positive and negative results)</li> <li>• NHS track and trace (government guidelines)</li> <li>• Analysis of disease prevalence and spread</li> </ul>
5) Lawful basis for processing	<p>Personal Data:</p> <ul style="list-style-type: none"> <li>• Article 6(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller</li> </ul> <p>Special categories of data:</p> <ul style="list-style-type: none"> <li>• Article 9(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services</li> <li>• (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy</li> </ul>
6) Recipient or categories	<p>Data may be shared with:</p>

<p>of recipients of the shared data</p>	<ul style="list-style-type: none"> <li>• Your Line Manager (or nominated deputy)</li> <li>• Occupational Health</li> <li>• Human Resources Team</li> <li>• Public Health England - It is a statutory requirement for all positive results to be reported to Public Health England as Covid-19 is a notifiable disease, covered by the COPI regulation</li> <li>• NHS Test and Trace</li> <li>• NHS England / Improvement</li> <li>• UHCW Pathology Network</li> </ul>
<p>7) Where we collect information from</p>	<ul style="list-style-type: none"> <li>• Data is collected from the data subject or from existing employee records</li> <li>• Data on test results is provided by UHCW Pathology Network</li> </ul>
<p>8) Rights to object</p>	<p>You have the right to object to certain processing activities. This is not an absolute right and cases will be determined on a case by case basis.</p>
<p>9) Right to access, rectification and erasure</p>	<p>The Data Subjects or legal representatives have the right to access the data that is being shared and have any inaccuracies corrected. In certain circumstances you have the right for data to be erased. Requests for erasure should be made to the Trusts information governance team which will be considered on a case by case basis.</p>
<p>10) Retention period</p>	<p>Personal information is retained in line with the NHS Records Management Code of Practice 2016  <a href="https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016">https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016</a></p> <p>Data for NHS track and trace purposes is processed for 21 days</p>
<p>11) Right to complain</p>	<p>You have the right to complain about the use of your personal data.</p> <p>You can contact the Trusts Data Protection Officer at:  Data Protection Officer  George Eliot Hospital  College Street  Nuneaton  CV10 7DJ  <a href="mailto:Data.ProtectionOfficer@geh.nhs.uk">Data.ProtectionOfficer@geh.nhs.uk</a></p> <p>If you remain dissatisfied with the Trust's decision following your complaint, you may wish to contact the Information Commissioner's Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>Information Commissioner's Office  Wycliffe House  Water Lane  Wilmslow</p>

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Last updated: 22/11/2020

- Include link to COPI notice
- Added statutory requirement for sharing information with Public Health England
- Added sharing with line manager, HR and Occupational Health