

Fremington Medical Centre Locum Privacy Notice



Fremington Medical Centre (“the Practice”) is committed to protecting your privacy and complying with the Data Protection Act 1998.

This policy sets out the basis by which we collect, use and disclose the personal data of our locum staff, as well as your rights in respect of such Personal Data.

We may update this Privacy Notice from time to time and will forward an up to date copy of the Privacy Notice to you whenever it is updated.

How we collect your Personal Data

We may collect your Personal Data in a number of ways, for example:

- when you contact the management team directly, via telephone or email;
- when you apply for locum work at Fremington Medical Centre;
- when we collect data through the implementation of any employee relations policies or procedures, such as disciplinary or grievance procedures;
- in the course of managing your bookings with Fremington Medical Centre, such as through payment of invoices;
- when you provide or change your contact details; and
- when we receive your Personal Data from third parties, such as for security screening.

What type of Personal Data do we collect?

We may collect the following types of Personal Data:

- Your name, address, email address, telephone number and other contact information that allow us to meet our organisational and statutory obligations to you as your employer;
- Bank details;
- Right to work documentation and other security screening information.

Some of the information we collect about you may include Sensitive Personal Data as defined in the Data Protection Act 1998. We will not utilise this data unless we have your consent.

Using the Information we collect?

We may use your personal data in the following ways:

- To ensure that the information we hold about you is kept up-to-date;
- To deal with any work-related disputes that may arise;
- For assessment and analysis purposes to help improve the operation and management of the performance of the Practice;
- To prevent, detect and prosecute fraud and other crime;
- For any other purpose for which you give us your consent to use Personal Data;
- To comply with legal obligations such as HMRC or pensions.

In order to manage the Practice we will use information which personally identifies you, or we may also use consolidated information.

We may share your personal data:

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- with our employees, agents and/or professional advisors;
- with other NHS or appropriate health-related organisations;
- with other third party contractors who provide services to us;
- where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order, such as HRMC or the police.

Retention of your personal data

We will keep your data no longer than necessary to comply with NHS retention schedules and medico-legal requirements, and then we will securely destroy it.

Transferring personal data outside the EEA

We will not transfer your Personal Data to organisations in countries outside the EEA.

Your Rights

You can request a copy of the information that we hold about you at any time by contacting the management team.

Your data will not be used for marketing purposes unless we have your consent.

Please let the management team know if the Personal Data that we hold about you needs to be updated.

You may also contact the Data Protection Officer, Bex Lovewell, as follows:

Bex.Lovewell@nhs.net

Address:

Express Diagnostics & Treatment Centre
Plymouth Science Park
Derriford
Plymouth
PL6 8BU

Security

The security of your Personal Data is very important to us.

We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to Personal Data.