THE GLEN MEDICAL GROUP
EMPLOYEE PRIVACY NOTICE SUMMARY

As a result of the revision of the Data Protection Act 1988, the new General Data Protection Regulation (as of 25th May 2018) requires the practice to ensure that our employees are aware of what personal data we hold on them, how we collect the data and with whom it is shared.

The Data Controller is – The Practice
The Data Protection Officer (DPO) for The Glen Medical Group is Liane Cotterill and she is based at

North of East commissioning support her email is liane.cotterill@nhs.net.
Or you can write to her at
Liane Cotterill,
Senior Governance Manager and Data Protection Officer,
North of England Commissioning Support,
Teesdale House,
Westpoint Road,
Thornaby,
Stockton on Tees,
TS17 6BL

Personal information held for each employee consists of your name, date of birth, marital status, next of kin, National Insurance number, address, contact telephone numbers, an e mail address (if you have one) and your bank details.

This information is collected at the start of your employment with the practice. It is kept in your confidential personnel record and is held in the Practice Manager area.

Your personal information is shared with Iris our payroll provider and is also shared with the NHS Pension Agency (or NEST, the workplace pension's provider) in order that pension contributions are paid over appropriately. Please note however, that e mail addresses, any next of kin details and phone numbers are NOT shared with these providers. These are for company use only, i.e. in the event of an emergency when we need to contact your next of kin.

Personal information is NOT shared with anyone else outside of the practice.

You have the right to access this information to ensure that it is accurate. Please let the Practice Manager know if you would like to do this. Please inform the Practice Manager l.crutwell@nhs.net if you change your name, address or contact number(s) so that your record may be updated.

Rev June 2020