Privacy Notice for Staff

This privacy notice sets out important information about how we will collect and use personal information about you during and after your working relationship with us. This notice also describes what legal rights you have when we handle your information.

This privacy notice applies to our employees, bank and agency workers and contractors. It does not form part of any contract of employment or other contract to provide services. We may change it from time to time so it is best always to check on our website for the latest version.

Please take a moment to read this privacy notice. If you have any questions, please contact us, and details about how you may do that are included below.

Who are we?

We are Elysium Healthcare. Our hospitals, clinics, homes and schools are run by companies within our group. All these companies are registered at 2 Imperial Place, Maxwell Road, Borehamwood, WD6 1JN and their full names and registered company numbers are listed below:

Elysium Healthcare Limited (04063391)	Elysium Healthcare No.2 Limited (06244878)	Elysium Healthcare No.3 Limited (02989725)
Elysium Healthcare No.4 Limited (03257732)	Elysium Healthcare (Farndon) Limited (05255132)	Elysium Neurological Services (Badby) Limited (05558328)
Elysium Neurological Services (Adderley) Limited (09595914)	Stanley House Limited (05755615)	Elysium Healthcare (Lighthouse) Limited (05820919)
Elysium Healthcare (Acorn Care) Limited (03147293)	Elysium Healthcare (Phoenix) Limited (04227738)	Elysium Healthcare (Healthlinc) Limited (01440442)
Elysium Healthcare (Field House) Limited (05148271)	Elysium Care Partnerships No.2 Limited (05442152)	The Bridge Care Centre Limited (10310700)
Darlington Neurological Care Centre Limited (10532297)	Elysium Healthcare (Gregory House) Limited (08943865)	Elysium Care Partnerships Limited (06045903)
Pendarren Court Limited (09577953)	Elysium Healthcare (St Mary's) Limited (05131149)	Elysium Healthcare (All Saints) Limited (07807446)
Focus on Care Recruitment Limited (04012937)	The Chimneys Limited (10282525).	Elysium Healthcare (Ann House) Limited (08624668)
Regis Healthcare Limited (08516686)	Vivre Care Limited (07578613)	

Each of these companies may, to the extent relevant, collect, retain and use information about you and we refer to these in this privacy notice as Elysium Healthcare.

What information do we hold about you?

We hold information about you in connection with your employment or services that you provide to us, including if this is through an agency. This may include:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, allowances, annual leave, pension and benefits information
- Start date
- Location of employment or workplace
- Copy of driving licence, passport and/or birth certificate
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Compensation history
- Performance information
- Disciplinary and grievance information
- CCTV (audio & images) footage and other information obtained through electronic means such as swipe card records
- Information about your use of our information and communications systems
- Photographs, videos, and blogs

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your health, including any medical conditions, disabilities and your health and sickness records
- Genetic information and biometric data
- Disclosure & Barring Service (DBS) check results
- Information about criminal convictions, offences and court orders

How is your personal information collected?

We typically obtain personal information about you through the application and recruitment process, either from you direct or sometimes from an employment agency or business, or background check provider. We may sometimes collect additional information from third

parties including former employers, social media, credit reference agencies or other background check agencies.

We may also have information obtained from the Disclosure & Barring Service or from professional and educational bodies, such as the General Medical Council or the Nursing and Midwifery Council.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

How will we use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation or regulatory obligation or in connection with legal proceedings.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may use information about you where you have provided your consent to us doing so.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest.

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations and in line with our data protection policy.
- Where it is needed in the public interest, such as for equal opportunities monitoring, and in line with our data protection policy.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process your information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Situations in which we will use your personal information

We use information about you in connection with your employment or other engagement with Elysium Healthcare. It is necessary to use information about you as part of your employment or other contract that exists between us or to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Workforce management, including setting rotas, filling shift vacancies and rostering.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing benefits to you. These include our current scheme of flexible benefits, which may include from time to time, cycle to work schemes, childcare vouchers, technology, travel accounts, ability to buy & sell holiday, discounts, car salary exchange scheme, private medical insurance and life assurance.
- Liaising with your pension provider.
- Administering the contract we have entered into with you, including using self-service tools and web-based HR programs, such as iTrent.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Promoting our services, for example, on our websites, and internal communications.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- Preventing fraud.
- Monitoring your use of our information and communication systems to ensure compliance with our IT policies.
- Ensuring network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Conducting data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We may also use more sensitive information:

- In relation to leaves of absence or sickness absence.
- About your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- About your race or national or ethnic origin, your gender, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- About criminal convictions, for example, as part of the recruitment process or when we complete DBS checks.
- Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- To ensure appropriate safeguards are taken to assure patient safety.
- To pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

We do not make decisions that have a significant impact on you based on automated decision-making. We do from time to time run prize draws and you are automatically entered into these from which winners are automatically selected at random.

Do we share information about you to others?

Yes we do. We may share your information with others, and in each case we will do so appropriately.

We may share information about you as follows:

- To our staff who are involved in the recruitment process and in the day to day management of our staff and for ensuring the records we hold of those working in our sites are up to date.
- To our occupational health team (some of whom may be third party contractors under an obligation of confidentiality).
- Sharing information with previous and current employers, staffing agencies, educational establishments and professional bodies (such as the GMC and NMC). This may be, for example, to verify information about your previous experience, qualifications and professional registrations or to investigate or share concerns that

may exist about you or your work. We may also share information about you in connection with the revalidation processes of professional bodies.
- Sharing information with third parties whose details you provide as referees.
- Sharing information with the Disclosure & Barring Service.

We may share information about you with external organisations such as our lawyers, auditors, financial, tax and public relations advisors and NHS organisations.

We may share information about you with third party suppliers, for example in relation to workforce management services, employee benefits schemes, including health, pension and life assurance schemes, information technology systems, electronic learning programmes, document storage or shredding facilities. Examples of the third parties that supply services to us as set out below:

Activity	Third Party
Pension scheme	Capita (electronically on the Orbit platform)
DBS Checks	Capita
Absence reporting	Honeydew
Flexible benefits	Orbit, Car Salary Exchange, Legal & General, Endered, Evans Cycles, STA Travel, Stormfront (only where these benefits are requested)
Occupational health checks	Fusion Health, Marigold Health, Spire Healthcare
iTrent self-service staff information database	Midland HR
Rostering/shift activity tools	Quinyx, Temployer

We may also share information about you with an external organisation which supports us in human resource matters including performance management, grievances and disciplinary proceedings.

For those individuals working for us under the UK Government's apprenticeship scheme, we may share information with the Department of Education (the government department responsible for that scheme). In each case, we would share only such information as was relevant.

We may share information about you with service users, their families and advisers. This may be to respond to questions, complaints or claims, including from you. In each case, we would share only such information as is relevant.

We may share your personal information with other entities in our group as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.

We may also share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business.

We may share information about you with our regulators, such as the Care Quality Commission (https://www.cqc.org.uk/about-us/our-policies/privacy-statement), the Information Commissioner's Office (https://ico.org.uk/global/privacy-notice/), the Department of Health, Department of Education, Ofsted (https://www.gov.uk/help/privacy-notice), and the Health and Safety Executive (https://www.hse.gov.uk/privacy.htm).

We may also share information because of a legal obligation, such as a court order or because a regulatory body has statutory powers to access staff records as part of their duties to investigate complaints, accidents or professionals' fitness to practise. Before any disclosure will be made, we will satisfy ourselves that any disclosure sought is required by law or can be justified in the public interest. Information about you may also be shared with the police and other third parties where reasonably necessary for the prevention or detection of crime. On occasion, this may include the Home Office and HMRC.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Where we store your personal information and for how long, and how secure is it?

The information about you that we hold and use is held securely in the United Kingdom and the EU and stored in paper format and on our or NHS secure servers (or third party information technology providers).

We will not keep your personal information for longer than is necessary for the purpose. This is to ensure that information is properly managed and is available whenever and wherever there is a justified need for that information. Information is retained for specified periods (depending on the record) under our document retention policy. This is available on, and can be accessed from, the Elysium internal intranet.

We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal information, and against the accidental loss of, or damage to, personal data. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our document retention policy.

What are your rights?

The law provides you with certain rights in relation to the information about you that we hold.

There will not usually be a charge for handling a request to exercise your rights and if we cannot comply with your request, we will usually tell you why. If you make a large number of requests or it is clear it is not reasonable for us to comply with a request, then we do not need to respond or we can charge for doing so.

Right of access - You have the right to access information held about you. This includes details of the information we hold about you and a copy of that information. The information will be provided free of charge and, unless there are grounds for extending the statutory deadline, the information will be provided to you within one month of receipt of your request. Please note we will generally also ask for confirmation of your identity and may need further information from you in order to locate the information, in which case the time period starts from the date

we have that detail. Please note that in some cases we may not be able to comply fully with your request, such as where your request also involves information about someone else and it would not be fair to that other person to provide the information to you.

Right to rectification - We take reasonable steps to ensure the information we hold about you is both accurate and complete. However, you are entitled to have the information rectified if that is not the case. Unless there are grounds for extending the statutory deadline, we will respond within one month of receipt of a rectification request.

Right to erasure (sometimes referred to as the right to be 'forgotten') - In some circumstances, you have a right to have information about you 'erased' and to prevent us using or holding information about you. Please note that we do not have to comply with such a request where it is necessary to keep your information in order for us to perform tasks which are in the public interest (including public health) or for the purposes of establishing, making or defending legal claims. If you make such a request and we comply with it, please be aware that we will retain a note of your name, the request made and the date we complied with it.

Right to restrict processing - In some situations, you have a right to 'block' or suppress our holding or using information about you. As with the right to erasure, please note that we do not have to comply with such a request where it is necessary to keep your information in order for us to perform tasks which are in the public interest (including public health) or for the purposes of establishing, making or defending legal claims.

Right to data portability - You have the right to obtain and re-use your personal data for your own purposes across different services, allowing you to move, copy or transfer personal data from one IT environment to another. This right, however, only applies to personal data you have provided to us, where the processing is based on your consent or for the performance of a contract; and when the processing is carried out by automated means.

Rights relating to automated decision making - You have the right not to be subject to a decision when it is based on automated processing (i.e. by a computer alone), and it produces a legal effect or a similarly significant effect on you.

Right to withdraw consent - You have the right to withdraw consent to us holding or using information about you, but only if 'consent' is the basis for us holding or using your information.

Right to object - You have the right to object to us holding or using information about you in certain situations – where this is based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing. She may be contacted at 2 Imperial Place, Maxwell Road, Borehamwood, WD6 1JN or email Data.Subject.Request@elysiumhealthcare.co.uk.

Complaints to the Information Commissioner's Office

You can complain to the Information Commissioner's Office (ICO) if you are unhappy with the way we have dealt with a request from you to exercise any of your rights or if you think we have not complied with our legal obligations. Whilst you do not have to do so, we would appreciate you making us aware of the issue and giving us an opportunity to respond and to address it before contacting the ICO.

Making a complaint will not affect any other legal rights or remedies that you have. More information can be found on the ICO website: https://ico.org.uk/ and the Information Commissioner's Office can be contacted by post, phone, fax or email as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 9 (national rate number); Fax: 01625 524 510; Email: casework@ico.org.uk

Keeping us informed

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Data protection officer

We have appointed a data protection officer to oversee compliance with this privacy notice. If you would like to know more about anything we have said here, have any questions, or would like to exercise any rights set out in this Privacy Notice, please contact our Data Protection Officer at 2 Imperial Place, Maxwell Road, Borehamwood, WD6 1JN; Telephone: 020 8237 1800; or email IG.Info@elysiumhealthcare.co.uk. You may also contact her if you are not happy with the way we have handled your personal information.