

Processing of Staff and Candidates' Information

This section explains how Silicon Dental Centre processes the information of staff and applicants for job roles within the practice.

What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about our team members. We may record the following types of data:

- Your basic details and contact information e.g. your name, address, date of birth, National Insurance number and next of kin
- Your financial details e.g. details so that we can pay you, insurance, pension and tax details
- Your training records

We also record the following data which is classified as “special category”:

- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g. fit notes or in order for you to claim statutory maternity/paternity pay
- We may also, with your permission, record data about your race, ethnic origin, sexual orientation, or religion

As part of your engagement with the practice, you may be required to undergo a Criminal Record Check. This information is not kept for longer than is necessary—usually not more than 6 months following the recruitment decision, unless a dispute is raised or, in exceptional circumstances.

Why do we have this data?

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legal obligation under UK employment law
- We have a legitimate interest in processing your data – for example, for administration of training or learning course or emergency planning etc. These legitimate interests will be customary, or necessary for operational, administrative, HR and recruitment purposes and to otherwise manage employment relationship and interaction between employees
- We are required to provide data to our regulator, [CQC/NHS/RQIA/HIS/HIW], as part of our public interest obligations
- We are required to do so in our performance of another public task
- We process your special category data because It is necessary for us to process requests for sick pay or maternity pay
- If we request your criminal records data it is because we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent

Where do we collect your data from?

As your employer we need to receive specific data about you. This is collected from or shared with:

- You or your legal representative(s)
- Third parties – for example this could include references from your previous job

We do this face to face, via phone, via email, via our website, via post, via application forms, via apps
[delete or insert as appropriate all of the methods you use to communicate with your team members]

How do we share your data?

- Third parties are organisations we have a legal reason to share your data with. These include:
- HMRC
- Our pension and healthcare schemes [provide details of external companies providing this resource]
- [[External payroll provider] [provide details of external companies providing this resource]]
- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC
- The police or other law enforcement agencies if we have to by law or court order

How long do we hold your data?

The retention period for staff records is 6 years, however, certain information relating to team members may lawfully be kept for longer. Team members should refer to Record Retention (M 215) for further details on how this practice keeps and deposes of staff data. Application forms and interview notes for unsuccessful candidates are kept for one year.

Your rights

As an individual you have certain rights regarding our processing of your personal data, including a right to lodge a complaint with the Information Commissioner's Office (ICO) as the relevant supervisory authority. For more information on your personal data rights, you can access information and advice on the ICO's website.