

Privacy Notices - Work experience Privacy Notice

Introduction

As part of the work experience process, the RUH Bath collects and processes personal data relating to work experience placements. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations in accordance with the Data Protection Act 2018 and GDPR (General Data Protection Regulation)

What is a Privacy Notice?

A Privacy Notice is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared. ...

What personal data do we collect?

We collect a range of personal data about you during the work experience process. This includes:

- Your name, address and date of birth as well as email address and telephone number, next of kin, health screening questions, referees details and photographic images for security identification purposes.
- Details of your education establishment or details of any partner organisation you may receive support from.
- Data on the type of work experience placement you are interested in, including the dates.
- Data about what specific skills you have.
- Whether or not you have a disability for which the RUH Bath needs to make reasonable adjustments during your work experience placement.
- Equality data - to enable the RUH Bath to manage its legal requirements under the Equality Act 2010 (Public Sector Equality Duty).

We collect this data in a variety of ways. For example, data might be contained in your work experience application form, health screening questionnaire and work experience placement agreement or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as your school, college or partner organisation, or another referee you have provided to us. We will seek further data from third parties, if applicable, only once a work placement has been confirmed and will inform you that we are doing so.

Data will be stored in a range of different places, including on your work experience file, within HR systems and on other IT systems (including email). Any paper-based documentation can be scanned and uploaded onto your work experience placement record.

How the law allows us to use your information

The RUH Bath will need to process your personal data to take steps for you to enter into a work experience placement with the RUH Bath.

The RUH Bath has a legitimate interest in processing personal data during the work experience process and for keeping records of the process. Processing data from work experience placements allows us to manage the administration and evaluation of the work experience process.

The RUH Bath may process special categories of data, such as equality data (for example race, age, disability, sexual orientation, gender, religion) to monitor work experience placement statistics and to enable the RUH Bath to manage its legal requirements under the Equality Act 2010 (Public Sector Equality Duty). This requires the RUH Bath to understand and act on how different equality groups are able to access different opportunities.

We may also collect data about whether work experience individuals have a disability. This is to make reasonable adjustments during the work experience process for those who have a disability. We process this data to carry out our obligations and exercise specific rights in relation to the work experience placement.

Who do we share your information with?

Your data may be shared internally for the purposes of the work experience placement process. This includes members of Human Resources, the Learning & Development team and managers in the business area who will supervise the work experience placement.

We may share your data with your educational establishment or another partner organisation who you receive support from (e.g. Job Centre Plus) if they request details of your work experience. You will be informed if this takes place and can be provided with a copy of the information that relates to you if you wish.

Your data will not be shared by The RUH Bath with any other third parties unless there is a lawful reason to do so.

How do we protect your information?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long do we keep your personal information?

If your application for a work experience placement is unsuccessful, the RUH Bath will destroy your data after 12 months following receipt of your application.

If your application for a work experience placement is successful, the RUH Bath will hold your data on file for up to 3 years after the end of your work experience placement – see below:

- After your work experience placement is complete, we will remove all non-essential data from your work experience file prior to archiving. Your work experience file will be kept for 12 months following completion of your work experience. At the end of that period your file is deleted and / or destroyed in confidential waste.
- We will continue to hold your name, contact details and details of your work experience on secure spreadsheet for 3 years following completion of your work experience to help us to track work experience.

What you can do with your information?

You have a number of rights. You can:

- access and obtain a copy of your data on request (Subject Access Request)
- require the RUH Bath to change incorrect or incomplete data
- require the RUH Bath to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the RUH Bath is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact the RUH Bath Data Protection Officer, Graeme Temblett-Willis, Head of Information Governance & Data Protection Officer, Health Informatics Service, First Floor, Apley House (E5), Royal United Hospitals Bath NHS Foundation Trust, Combe Park, Bath BA1 3NG. Tel: (01225) 82 4416 Email: ruh-tr.IGQueries@nhs.net

If you believe that the RUH Bath has not complied with your data protection rights, you can complain to the Information Commissioner at <https://ico.org.uk/>

What if you do not provide personal data?

You are under no statutory obligation to provide data to the RUH Bath during the work experience process. However, if you do not provide the data, we may not be able to process your application properly or at all.

How will we ensure compliance?

A yearly audit will take place on personal data to ensure that we remain legally compliant in accordance with current data protection legislation.