

Data Protection Fair Processing Notice – Personal Data

In accordance with the Data Protection Act 1998, the Trust confirms the changes in guidance recently regarding personal data which may affect its staff.

An individual's contact details in respect of their employment or professional capacity with the Trust now falls within the definition of personal data. Therefore, when combined, the following items and/or other similar pieces of information, may now amount to personal data:-

Employee's name
Employee's location of work
Telephone number (direct dial)
Individual E-mail address
Job Title
Professional Qualifications
Capacity in which acting for the Trust

The extension of the definition of personal data may result in information being disclosed in certain circumstances outside of the organisation and Trust staff should be advised that it is considered to be reasonable where such disclosures are made for legitimate business purposes or in the course of normal employment duties. Examples of legitimate business disclosures may include:-

- a) advising a patient of the name and professional capacity of an individual who has provided care and treatment or may be able to provide care and treatment; or
- b) the onward transmission of an e-mail with an "auto-signature" to another organisation or individual for action/consideration in the normal course of business; or
- c) providing contact information of an individual employee in relation to queries or complaints relevant to the individual's job role.

Disclosures of such information outside the course of legitimate business purposes would need to be fully justified and may require the consent of the individual concerned.

Any individual with any questions, concerns or queries about the use of their personal information or their rights under the Data Protection Act, should contact the Information Rights Office at Kingshill on 01732 520400.