

## **Greenwich Hospital**

### **Privacy Notice – Greenwich Hospital Head Office employees/job applicants (excluding RHS staff)**

This privacy notice explains what personal data is collected by Greenwich Hospital in relation to your employment or your application for employment with us at Head Office.

The privacy notice relating to Royal Hospital School can be found [here](#).

#### **Who we are**

Greenwich Hospital is the data controller and is responsible for ensuring that we only collect and use personal information necessary for our interaction with you and for maintaining the necessary standards to protect your personal information.

You can contact us by e-mailing our Privacy Officer at [enquiries@grenhosp.org.uk](mailto:enquiries@grenhosp.org.uk) or write to the Privacy Officer at:

Greenwich Hospital  
3<sup>rd</sup> Floor, 1-2 Bolt Court  
London, EC4A 3DQ

#### **The personal information we collect about you**

Personal information is any information that can be used to identify a living person. We may collect and process the following information about you when you interact with us.

- Name, address, d.o.b, telephone number, e-mail address or photograph
- Bank details and other financial information relating to our obligations to HMRC and the workplace pension, including your National Insurance Number
- Information about your personal, education, employment, and volunteering history
- Information about your work performance
- Information created in relation to the performance of your duties and exercise of your employment rights
- Information relating to your right to work status including passport information
- Photos
- Special category data which might include information about any relevant medical or health conditions, your racial or ethnic origin
- Criminal offence data which might include information about criminal offences, allegations, proceedings, or convictions.

You may be under a contractual or statutory obligation to provide some or all of this data.

#### **How we get your personal information**

We collect personal information about you when you apply to us for a job and throughout the course of your employment with us. We do this through application form and process, through conversations, through our HR and other internal databases and through e-mails. Most of the information we hold will come from you, but some may come from internal sources such as your manager and from external sources, such as referees.

#### **Why we collect your personal information and how we use it**

We only use your personal information when the law allows us to. The lawful bases we rely on for using your personal information are as follows:

Where it is necessary for the performance of a **contract**.

- We use your personal information so that we can meet our mutual obligations under the contract, because you have asked us to consider your application for a contract of employment with us, so you are able to perform your duties and so we can monitor the performance of the contract.

Where it is necessary for us meet a **legal obligation**

- We use your personal information to enable us to meet our legal obligations, e.g., our obligations under Health and Safety at Work legislation, our obligations to HMRC and our obligations under Immigration legislation.

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 and we use the information in ways you would reasonably expect.

#### **Our legitimate interests for processing**

- We use personal information such as your name and image in material to explain and promote our work and activity and our impact, where this would be reasonably expected by yourself and where your rights do not override our legitimate interests.
- We may use your personal information to enable the proper administration, governance and management of Greenwich Hospital and the pursuit of our objects.

Where we process special category data, the additional legal basis we rely on to do this is **Employment, social security, and social protection**.

Where we process criminal offence data, the additional legal bases we rely on to do this are as authorised by domestic law in relation to **employment, social security and social protection**, and regulatory requirements relating to **unlawful acts and dishonesty** and **legal claims**.

#### **Sharing your personal information**

Sometimes we have a legal duty to provide personal information to other organisations. We only share information if necessary and where we have a legal basis for doing so. We may share your information within Greenwich Hospital and Royal Hospital School where necessary.

We may share your personal information with organisations who partner with us, help us deliver our services and run our organisation. When we do this, where necessary we will ensure there is an agreement in place to make sure that organisation complies with data protection law to keep your information safe and is only used for the intended purpose. For example:

- We may share your personal data with Microsoft 365 as they provide our cloud based internal office systems and databases included e-mail. We may also share your information on CitrusHR, and Xero used for HR and payroll purposes and Blackbaud and ContractZen for the purposes of grant and contract management.
- We may share your personal data with other companies who provide professional services to us such as legal advisers and in relation to pension or health insurance schemes.
- We may share your personal information with other organisations connected with your employment or Greenwich Hospital's business.

## **How we look after your personal information**

Most personal information we collect and use is stored on systems in the UK. On occasion, your information may leave the UK through the Microsoft 365 cloud based internal office systems and databases such as through Xero, Blackbaud, ContractZen and Citrus HR. When this happens, we make sure that these providers have confirmed that appropriate safeguards are in place to ensure that the required level of data protection is in place.

We make sure the records we hold about you are kept securely and only available to those who have a right to see them. We do this by controlling access to systems and networks, training staff so they understand how to look after your information, putting in place controls over where data is stored and deleting personal information when it is no longer needed.

## **How long we keep your personal information**

We only keep your information as long as we need to in line with our retention schedules, in most cases no longer than six years after your employment with us ceases or our last contact with you. We keep information in relation to unsuccessful job applications for 1 year. Sometimes the law states how long we must keep personal information. Some personal data may be kept indefinitely as it is stored in the National Archives for reasons of historic interest.

## **Your rights**

You have a number of rights in relation to the personal information we collect and use about you.

- You can ask for access to a copy of the personal information we have about you.

If you would like a copy, please contact us at [enquiries@grenhosp.org.uk](mailto:enquiries@grenhosp.org.uk)

We cannot share any information which contains personal information about other people or information a professional thinks will cause serious harm to you or someone else's physical or mental wellbeing.

- You can ask us to change information you think is inaccurate in some circumstances
- You can ask for your information to be deleted in some circumstances
- You can ask us to limit what we use your personal data for in some circumstances
- You can object to our use of your personal information in some circumstances
- You can ask for a copy of your personal information in an agreed format so that you can reuse it or transfer it in certain circumstances
- You can ask us if we use automated decision making or profiling when using your information
- You have the right to withdraw your consent where we rely on your permission to use your personal information.

## **How to exercise your rights**

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at 1 Farringdon Street, London, EC4M 7LG.

You can also write to our Privacy Officer at [enquiries@grenhosp.org.uk](mailto:enquiries@grenhosp.org.uk)

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF