



# N3i PRIVACY NOTICE

The purpose of this Privacy Notice is to tell you what we do with your personal data, why we use who, who we share it with, and how long we keep it. The type of data we hold on you and what we do with it will depend on the type of relationship you have with N3i. For both our staff information, as well as our customers personal data, n3i are the Data Controller as defined by the Data Protection Act.

N3i are a registered company based at 5 Beacon Way, Hull, United Kingdom, HU3 4AE, providing IMT services to a range of customers across the Humber area. We take Data Protection very seriously and have appointed Barry Jackson, Head of Information Governance to be our Data Protection Officer. In addition, we have appointed a Senior Information Risk Owner and a Caldicott Guardian.

We are committed to protecting your privacy and will only process personal confidential data in accordance with the General Data Protection Regulation, the Data Protection Act 2018, the Common Law Duty of Confidentiality, Professional Codes of Practice and the Human Rights Act 1998.

All identifiable information that we hold about you will be held securely and confidentially. We use administrative and technical controls to do this. Along with all health and social care organisations we are required to provide annual evidence of compliance with applicable laws, regulations and standards through the Data Security and Protection Toolkit.

We will only share your data where there is a clear legal basis or you give us your consent to do so. We will not sell or use your data for marketing purposes.

You have a number of rights as set out in the DPA which include the right to have a copy of the data we hold on you through a Subject Access Request, the right to have incorrect data corrected, as well as the right to object to us holding your data.

If you have any comments or complaints about this notice please contact the N3i DPO:

**Barry Jackson**

**Head of Information Governance**

The View, Bridgehead Business Park, HU13 0GD e:

[barry.jackson@nhs.net](mailto:barry.jackson@nhs.net) | m: 07593 529760

## Staff Data.

N3i maintain records about our staff in order to be able to manage staff in accordance with Employment Law. Many of these records are held locally within N3i by line managers. N3i also have a contract in place with CHCP to provide a full HR service for staff and this data will also be shared with them for this purpose. The data will include:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Dates of birth, marriage and divorce.
- Gender.
- Marital status and dependants.
- Next of kin, emergency contact and death benefit nominee(s) information.
- Bank account details, payroll records and National Insurance number.
- Salary, annual leave, pension and benefits information.
- Copy of driving licence, passport, birth and marriage certificates, decree absolute. ● 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).
- Performance and appraisal information.
- Disciplinary and grievance information.
- Secondary employment and volunteering information
- Evidence of your right to work in the UK/immigration status

The Data Protection Act permits us to hold your data as long as deemed necessary. Staff data will be retained in accordance with the length of time set out in appropriate Employment Law.

## Customer Data.

N3i maintain records that relate to all our customers for the purpose of providing services to them. In this context the term customers will include all staff who work across Primary Care in GP Practices or Pharmacies in the four Humber CCGs covered by the N3i contract. It will also cover staff in the four Humber CCGs who have a working relationship with N3i. Also included will be all staff of customers of N3i who have a contractual relationship with the company. This information will include personal data such as:

- Contact details such as name, title, addresses, telephone numbers, and email addresses.
- Place of work and job role/title
- Data related to network/computer log in including password stored in encrypted format
- Data related to activity on N3i network such as times of log in
- Data related to provision of NHS Smartcards service
- Data relating to calls made to the N3i Servicedesk
- Training records where appropriate

We use information held about you in the following ways:

- To provide you with information, services that you request from us
- To carry out our obligations arising from any contracts entered into between you and us.
- We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these by email, SMS, post or telephone.

We will always keep your data secure and will not share it with other organisations unless we have a legal requirement to do so.

The Data Protection Act permits us to hold your data as long as deemed necessary. Customer data will be retained for a maximum of one year after you cease to have an operational connection with us.