**MOUNT ORIEL MEDICAL PRACTICE**

**Privacy Notice – GP as an Employer**

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| As employers we need to keep certain information so that we can remain your employer and manage payments. This is a combination of personal and financial information. We are required by law to hold certain types of data on those we employ under the Health and Social Care Act.  We are also required by HMRC and various taxation laws, such as “The Income Tax (Pay As You Earn) Regulations 2003” to keep financial records. | |
| 1**) Data Controller** contact details | Mrs Roberta Walsh, Practice Manager, Mount Oriel Medical Practice, Knockbreda Centre, 110 Saintfield Road, Belfast BT8 6GR Tel: 028 9070 1653 |
| **2) Data Protection Officer** contact details | Dr Sean Devine, Mount Oriel Medical Practice, Knockbreda Centre, 110 Saintfield Road, Belfast BT8 6GR Tel: 028 9070 1653 |
| 3) **Purpose** of the processing | To process payments accurately. To comply with the Health and Social Care Act and taxation law. |
| 4) **Lawful basis** for processing | The legal basis will be  *Article 6(1)(c) “processing is necessary for compliance with a legal obligation to which the controller is subject.”*  And  *Article 9(2)(h) “processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;”* |
| 5) **Recipient or categories of recipients** of the shared data | The data will be shared with BSO and anonymised data with the Equality Commission. Financial data will also be shared with HMRC and the Practice Accountant. |
| 6) **Rights to object** | You have the right to object to some or all of the information being shared with BSO. Contact the Data Controller or the practice. There is no right to have UK taxation related data deleted except after certain statutory periods. |
| 7) **Right to access and correct** | You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have records deleted except when ordered by a court of Law. |
| 8**) Retention period** | The data will be retained for active use during the processing and thereafter according to NHS Policies, taxation and employment law. |
| 9) **Right to Complain**. | You have the right to complain to the Information Commissioner’s Office, you can use this link <https://ico.org.uk/global/contact-us/>  or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  The Information Commissioner’s Office – Northern Ireland 3rd Floor 14 Cromac Place,  Belfast BT7 2JB  Telephone: 028 9027 8757 / 0303 123 1114 Email: [ni@ico.org.uk](mailto:ni@ico.org.uk) |