

Contact us

For further information contact:

Human Resources Department
NHS Western Isles
Block 11
Laxdale Court
Stornoway
Isle of Lewis
HS2 0GS
Tel. (01851) 704704

www.wihb.scot.nhs.uk

NHS Western Isles is a Disability Confident Employer



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Disclaimer

No Liability is accepted for misinterpretation. All information was correct at the time of publication.

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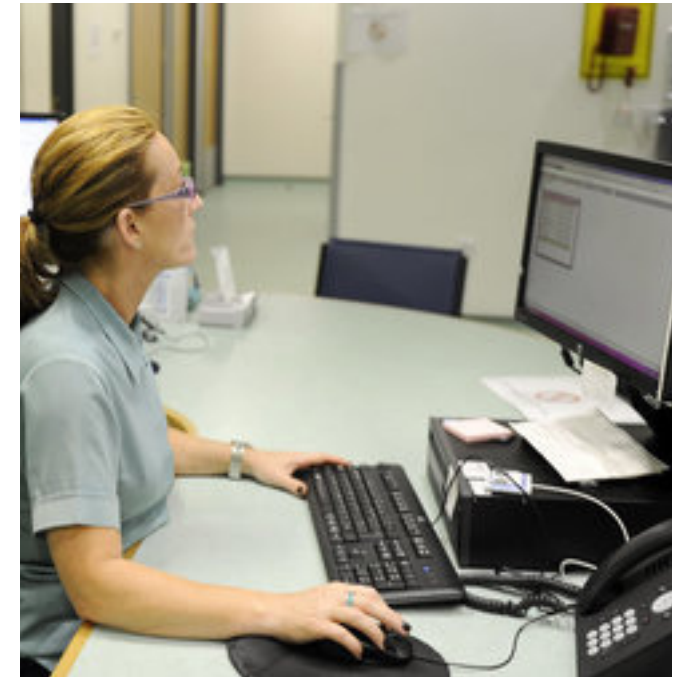
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Bòrd SSN nan Eilean Siar
NHS Western Isles

Human Resources Department

Staff Privacy Notice



Advice for NHSWI staff on how their information is used and their rights explained

This leaflet describes the kind of information NHS Western Isles may hold about you, how it may be processed and with whom it may be shared.

We will share personal data where appropriate and necessary with third parties such as employing NHS Boards and other employers, educational institutions and regulatory and professional bodies.

Legal basis for processing personal data

NHS Western Isles processes personal data in line with the Data Protection Act 2018.

Special categories of personal data and why they may be processed

We will only process sensitive personal data (for example on health, disability, ethnicity or sexual orientation), where it is necessary to carry out our role in health workforce development.

Your rights regarding your personal data

You have the right to:

- know what information NHS Western Isles holds about you and how it is processed
- ask for inaccurate data to be corrected
- request a copy of information NHS Western Isles holds about you.

How Staff Records may be shared

We share staff information with a range of organisations or individuals for a variety of purposes, such as Payroll, Occupational Health, etc.

Information is only shared with other organisations where there is a legal basis to do so.

What laws are relevant to the handing of personal information?

- Data Protection Act 2018 (DPA2018)
- Freedom of Information (Scotland) Act 2002
- Common Law Confidentiality
- Human Rights Act
- Public Records (Scotland) Act 2011

Consent, Data Processing and Data Sharing

There are specific and clearly defined circumstances where we are required by law to share information which can identify you. We do not require your consent in order to do this and do not sell personal details to any external or third party organisations.

Data Confidentiality and Data Security

We are committed to taking all reasonable measures to ensure the confidentiality and security of sensitive personal data, for which we are responsible, whether computerised or on paper.

How long is my information kept?

Personal data will be held for no longer than necessary in line with the Scottish Government Records Management Retention Schedule www.gov.scot/

How can I object to Automated Decision Making?

The DPA2018 states this right may be exercised in order to ensure no decision is made about you without an element of human interaction in the process.

The Freedom of Information (Scotland) Act 2002 (FOISA)

We are committed to being open and transparent in the way that we work.

The FOISA enables members of the public to scrutinise the decisions of public authorities more closely and thereby ensure that the services we provide are efficiently and properly delivered.

Publication Scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish public authorities to adopt and maintain a publication scheme. Visit NHS Western Isles Publication Scheme at: <https://bit.ly/3gTY1yN>

Further information

For further information about how NHS Western Isles processes, and/or shares your personal information, in line with current Data Protection Regulations, please visit www.wihb.scot.nhs.uk/about-us/patient-privacy-notice/

What if I have a complaint?

If you wish to formally complain, please contact:

Complaints Officer
NHS Western Isles
Health Board Offices
37 South Beach
Stornoway
Isle of Lewis
HS1 2BB