

Partners

**DR BETHLYNCH
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VAT Reg No. 879108193

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EMPLOYEE PRIVACY NOTICE

General Data Protection Regulation and the Data Protection Act 2018 requires Yelverton Surgery to ensure that employees are aware of what personal data we hold on each employee, how we collect that data, with whom it is shared, why we collect it and your rights under the Data Protection Legislation.

The Data Controller is: Yelverton Surgery

**A: Yelverton Surgery, Westella Road, Yelverton, Devon, PL20 6AS
T: 01822 852202
W: www.yelvertonsurgery.co.uk**

The Data Protection Officer is: Bex Lovewell

**A: Delt Shared Services Ltd, BUILDING 2 – DELT, Derriford Business Park,
Plymouth, PL6 5QZ
M: 07375322875
W: www.deltservices.co.uk
E: bex.lovewell@nhs.net**

Personal information held for each employee consists of your name, date of birth, marital status, National Insurance number, address, contact telephone numbers, your next of kin and a contact number for them, a copy of your CRB check, an email address and your bank details.

This information is collected from the time you start your employment with Yelverton Surgery. It is written on your Confidential Personnel Record and is held in a locked cabinet in the Practice Manager's Office.

Your personal information is used solely for the purposes of your employment (for example, your bank details are required in order that we may pay you by electronic banking).

This personal information is shared with the NHS Pensions Agency (or NEST, the workplace pension's provider) in order that pensionable contributions are paid over appropriately. It is also shared with our payroll provider, PAYEDOC and NHS Digital for workforce data. Please note however, that next of kin details, and phone numbers are NOT shared with either of these providers. These are for company use only, i.e. in the event of an emergency when we need to contact your next of kin.

Personal information is NOT shared with anyone else outside of Yelverton Surgery.

You have the right to access this information to ensure that it is accurate. Please let the Practice Manager know if you would like to do this. Please inform the Practice Manager if you change your name, address, email address or contact telephone number(s) so that your personnel record may be updated.