

## **Oxehealth - Privacy Notice - Employees**

### **Introduction**

This note sets out the way in which Oxehealth Limited processes the personal data held about you as an employee (as established in the rules on giving privacy information to data subjects in Articles 12, 13 and 14 of the GDPR).

### **Identity and contact details of the Data Controller**

**Name:** Oxehealth Limited

**Address:** Magdalen Centre, The Oxford Science Park, Littlemore, North OX4 4GA

**Phone number:** 01865 900599

**Email:** info@oxehealth.com

**Website:** www.oxehealth.com

### **Contact details of the Data Protection Officer**

Oxehealth Limited's Data Protection Officer is Tom Hatfield, who can be contacted at [tom.hatfield@oxehealth.com](mailto:tom.hatfield@oxehealth.com) or on 01865 900599.

### **How do we get your information?**

We get information about you from the following sources:

- Directly from you.
- From recruiters and employment agencies.
- From your employer or academic institution if you are a secondee or intern.
- From referees, either external or internal.
- From security clearance providers.
- From government departments, for example tax details from HMRC.

### **What information do we collect about you and what do we use it for?**

We currently collect and process the following information:

- We use employment related information to carry out our contract with you and to provide you access to business services required to do your role.

Information used for this purpose includes: Personal information such as name, date of birth, address, phone and email contact information, staff number, national insurance number, copies of identification documents (eg passports), marital status, employment and education history, qualifications, next of kin and emergency contact details, responses to staff surveys (if not anonymised).

- We use information related to your salary and benefits to process payroll and provide your pension and other benefits.

Information used for this purpose includes: start and leave dates, job role, salary, allowances, working hours, pension preferences, details of your time spent working and any overtime, expenses or other payments claimed, details of any leave including sick leave, holidays, special leave etc, pension details, your bank account details, payroll records and tax status information, details relating to Maternity, Paternity, Shared Parental and Adoption leave and pay

- We use information relating to your performance and training, eg to assess your performance, to conduct salary reviews, to award discretionary performance-related bonuses, and to deal with any employer /

employee related disputes. We also use it to meet the training and development needs required for your role.

*Information used for this purpose includes:* Information relating to your performance at work eg probation reviews, promotions, performance and development plans and reviews, grievance and dignity at work matters and investigations to which you may be a party or witness, disciplinary records and documentation related to any investigations, hearings and warnings/penalties issued, whistleblowing concerns raised by you, or to which you may be a party or witness, information related to your training history and development needs

### **What is our lawful basis for processing your personal data?**

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6(1)(b) which relates to processing necessary for the performance of a contract.
- Article 6(1)(c) so we can comply with our legal obligations as your employer.
- Article 6(1)(d) in order to protect your vital interests or those of another person.
- Article 6(1)(f) for the purposes of our legitimate interest.

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee.
- Article 9(2)(f) for the establishment, exercise or defense of legal claims.

Most of the data held about you is required in order to comply with our legal obligations as an employer. Other information is held as you have provided your consent for Oxehealth to hold and process this data.

### **Who is your information shared with?**

In some circumstances, such as under a court order, we are legally obliged to share information. We may also share information about you with third parties including government agencies and external auditors. For example, we may share information about you with HMRC for the purpose of collecting tax and national insurance contributions.

We also share your data with certain data processors for the purpose of performing certain services on your behalf, for example running payroll or administering your pension. Details of data processors who process your personal information are listed in Annex A.

### **Any transfers to third countries and the safeguards in place**

Your data will not be transferred outside of the EU at any time.

### **How long will your information be held?**

We will hold your information whilst you are an employee and, after you leave Oxehealth, for as long as is required in order to comply with legislative requirements – for payroll purposes, this is for a period of 3 years after the end of the tax year in which you leave Oxehealth.

### **Security of your information**

The security of all information held and processed by Oxehealth is fundamental to the business. Any information is held securely in an office which has 24/7 security with restricted, electronically controlled access to staff members. Any information held in soft copy has access restricted only to those members of staff who require it to perform their roles or obligations.

### **What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please see the Oxehealth policy on the Rights of Individuals for further information in relation to your rights, a copy of which can be obtained from the Policy section in People HR.

Any requests or objections should be made in writing to Oxehealth's Data Protection Officer:-

**Chief Operating Officer**  
**Oxehealth Limited**  
**Magdalen Centre North**  
**Oxford Science Park**  
**Oxford, OX4 4GA**  
Email: [info@oxehealth.com](mailto:info@oxehealth.com)

### **How to make a complaint**

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact Oxehealth's Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

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

[www.ico.org.uk](http://www.ico.org.uk)

Annex A - Data Processors

Processor	Reason	Privacy Notice
Atraxa Limited	UK Payroll processing	<a href="#">LINK</a>
Chartas Accounting Services Limited	UK Payroll processing	Available on request
Unaterra Consulting Limited	US Payroll	Available on request
Bookwise A/B	Sweden Payroll	Available on request
BUPA UK	UK private health insurance provider	<a href="#">LINK</a>
Howden Group	UK health insurance broker	<a href="#">LINK</a>
Scottish Widows	UK pension provider	Available on request
Aviva	Life insurance	Available on request
Lift Financial	Life insurance and pensions broker / advisor	Available on request
Linder & Partners	Sweden pensions and insurance broker	Available on request
CBS	Screening	Available on request