



Humber Teaching
NHS Foundation Trust

Humber Teaching NHS Foundation Trust **Non-Executive Director** Recruitment Campaign



Caring, Learning
& Growing Together

Non-Executive Director

Salary – £13,650 per annum

Term – Initially three years (one term)

Commitment required - average 4 days per month.

Humber Teaching NHS Foundation Trust is a very special organisation. We are an award-winning provider of health and social care services in Hull, the East Riding and North Yorkshire, as well as specialist services for patients from wider Yorkshire and parts of Lincolnshire.

Across our wide range of specialities and expertise we are connected through our commitment to one thing – delivering outstanding care. We never stop thinking about ways to make things better. We don't just do things because that's the way they've always been done. We're open to change, trying new things and leading the way in innovation and transformation.

If this sounds something you would like to be part of, we have an exciting opportunity for two Non-Executive Directors to join us in our commitment to deliver high quality, safe and sustainable patient care. This role offers an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people served by us.

You will bring independence, external skills, and challenge to strategy development, support purposeful, constructive scrutiny and challenge, and help shape a healthy culture for the Trust.

All non-executive directors must champion the standards of public life – by upholding the highest standards of conduct and displaying the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. As a future NHS leader, the successful candidate will be able to demonstrate the range of behaviours required to contribute effectively in this board level role.

We welcome applications from those living in or who have strong connections with the areas where we provide services. You will need to live in a Constituency Area as defined by our Constitution and be able to demonstrate a genuine commitment to patients and the promotion of excellent health care services. It is a requirement that the successful candidate becomes a member of the Trust.

Just as importantly, a personal interest and commitment in equality, diversity and inclusion is a priority for this role. You may also have lived experience which brings fresh perspectives to our board. We value and promote diversity and are committed to equality of opportunity for all and appointments are made on merit. We believe that the most successful boards are those that reflect the communities they serve. We particularly welcome applications from women, people from black and minority ethnic communities, and disabled people, who we know are under-represented in chair and non-executive roles.

Our recruitment processes are conducted in accordance with the NHS Code of Governance to ensure that they are made on merit after a fair and open process so that the best people, from the widest possible pool of candidates, are appointed.

Letter from Caroline Flint, Chair

I am delighted that you are interested in joining us as a Non-Executive Director here at Humber Teaching NHS Foundation Trust.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue our transformation journey. Humber is the top performing trust for recommended as a place to work with an improvement of 18.2% since 2019. Service innovation is at our core, and we are ambitious to push further.

We have two vacancies to replace our experienced colleagues who have chaired the Finance and Investment and Mental Health Legislation Committees respectively. As such we are keen to hear from candidates with previous Non-Executive Director or equivalent experience, interest in mental health and a working history in private sector industries. Working insight to strengthen assurance on digital transformation is welcome too.

It is an excellent opportunity to positively contribute at board level and to support improved health outcomes for patients.

You will be expected to be available for around 4 days a month, however during the first few months you may well need to spend more time building up knowledge of our services.

I am seeking people with strong leadership skills and a passion for improvement in health and social care. Just as important is your ability to engage and inspire others, and your commitment to equality, diversity, and inclusion for all. You may also have lived experience and/or knowledge of our local communities which brings fresh perspectives to our Board.

We particularly welcome approaches for our non-executive roles from women, those from Black, Ethnic and minority backgrounds, disabled people, or individuals from the LGBTQ+ community to truly represent the communities we serve.

For more information on our Trust, such as business plans, reports, and services, please visit our website [About us \(humber.nhs.uk\)](https://www.humber.nhs.uk)

I hope very much, after reading this pack, you will want to join us on our journey.

I wish you the best of luck in your application.



Caroline Flint
Chair

About us

We are an award-winning provider of health and social care services in Hull, the East Riding and North Yorkshire. Offering multispecialty services and care, we improve the physical and mental health and wellbeing of patients and service users.

We provide a broad range of community and therapy services, primary care, community, and inpatient mental health services, learning disability services, healthy lifestyle support and addictions services. This includes specialist services for children, incorporating physiotherapy, speech and language therapy and support for children and their families who are experiencing emotional or mental health difficulties.

Our specialist services, such as forensic support and offender health, support patients from the wider Yorkshire and Humber area and further afield. Inspire, our Child and Adolescent Mental Health in-patient unit serves the young people of Hull, East Yorkshire, North and North-East Lincolnshire.

We hold a total of three GP practice contracts, registered to provide care with the Care Quality Commission (CQC). These are a mixture of General Medical Services (GMS) and Personal Medical Services (PMS) contracts in Cottingham, Market Weighton and Bridlington.

We employ more than 3,600 staff working across numerous locations covering Hull, the East Riding of Yorkshire, Whitby, Scarborough, and Ryedale.

We have approximately 8,000 members who we encourage to have their say, elect governors, and help us to make a difference to how local healthcare services are provided. The views of Trust members are represented by our Council of Governors. We have 22 governors made up of public governors, service user and carer governors, appointed governors and staff governors. More than half of the Council of Governors are elected by local people. Nominated governors include representatives of local partnership organisations.

We also have 120 dedicated volunteers who are passionate about working in our services and are available to help patients, staff, and visitors. Their work makes a huge difference to our patients' experience, whilst improving their own health and wellbeing.

As a Teaching Trust, we work closely with our major academic partners, Hull York Medical School, and The University of Hull, nurturing a workforce of tomorrow's doctors, nurses, and health professionals. The research that we carry out helps to improve the health and wellbeing of the people we serve, our services and the care and treatment of people worldwide.

We have a dedicated Research and Development team involved in both national and global medical research and our fourth annual research conference was held virtually in November, with international delegates and over fifty organisations represented.

Our work as the organisational host for the Yorkshire and Humber Care Record continued this year on behalf of the Yorkshire and Humber ICS system. This partnership aims to provide health and care staff with better and faster access to vital information about the person in their care and aims to provide citizens with access to their information and encourage them to be more involved in looking after their health.

The programme's ambitious objective is to integrate health and care records across the region, with the aim of improving care by providing timely and relevant information to care professionals and citizens securely and safely.

Our services

Our services cover a vast geographic area comprising Hull, the East Riding of Yorkshire, Scarborough and Ryedale, Pocklington, and Whitby, including nationally commissioned services.

Our services are grouped into four divisions:

- Community and Primary Care
- Children's and Learning Disabilities
- Forensic Services
- Mental Health Services

Supported by our excellent and award-winning support services, our care is delivered in a variety of settings including in patients own homes, GP practices and health centres, outpatient clinics, hospitals, local authority premises and our inpatient units. More specialised care is provided by the psychiatric intensive care unit and forensic services.

In 2022/23 our Mental Health and Physical Health Community Services saw 87,382 patients, and an additional 1,346 patients were cared for in our mental health units and community beds.

In addition to health and care services, we also provide medical teaching to undergraduates of the Hull York Medical School.

Further information about our services and referral pathways can be found on our website www.humber.nhs.uk

About governance

Humber Teaching NHS Foundation Trust believes in the importance of good governance. We attract capable Non-Executive Directors (NEDs), Governors and Executive Directors (EDs) and actively engage with our stakeholders to ensure we make accountability real.

In terms of the role of a NED – these competencies include:

- the ability to think about the bigger picture.
- taking experience from elsewhere and seeing new patterns or ways of looking at what we are doing and why and how this impacts patients, carers, and the communities we serve.
- the ability to ask great questions.
- seeing the wood for the trees and what is important in any argument or proposal.
- working as a member of a team
- appreciating others' strengths and one's own and knowing that together we can ask better questions and develop stronger solutions.
- able to keep an independent mindset.
- respectfully valuing others' opinions but holding on to and being able to share your view however different that is from everyone else's.
- having a concern for others and a just society
- being able to model behaviours that demonstrate our values of caring, learning, growing, and willing to help ensure we tackle health inequalities and discrimination in all its forms by bringing life experience to inform your contribution to our governance.

Being an NHS board member means holding an extremely demanding yet rewarding leadership responsibility. NHS board members have both an individual and collective role in shaping the vision, strategy and culture of a system or organisation, and supporting high-quality, personalised and equitable care for all, now and into the future.

To support this aim, the Trust will carry out all appointments in accordance with the Leadership Competency Framework which is intended to:

- support the appointment of diverse, skilled and proficient leaders,
- support the delivery of high-quality, equitable care and the best outcomes for patients, service users, communities and our workforce,
- help organisations to develop and appraise all board members,
- support individual board members to self-assess against the six competency domains below and identify development needs.
 - **Working together for patients** - Building a trusted relationship with partners and communities.
 - **Compassion** - Creating a compassionate, just and positive culture.
 - **Respect and Dignity** - Promoting equality and inclusion and reducing health and workforce inequalities.

- o **Improving lives** - Setting strategy and delivering long term transformation. Driving high quality sustainable outcomes.
- o **Commitment to quality of care** - Driving high quality and sustainable outcomes. Setting strategy and delivering long term transformation.
- o **Everyone Counts** - Promoting equality and inclusion and reducing health and workforce inequalities. Creating a compassionate, just and positive culture.

The Leadership Competency Framework (LCF) forms part of the NHS England Fit and Proper Person Test (FPPT) Framework. [NHS England » NHS leadership competency framework for board members](#)

Main purpose of a Non-Executive Director

Humber Teaching NHS Foundation Trust, like other Foundation Trusts, is led by a Unitary Board, comprising both Executive and Non-Executive Directors. The Board is collectively responsible for the exercise of powers and for the performance of the organisation, including:

- promoting the success of the organisation
- providing leadership to the organisation within a framework of prudent and effective controls
- setting strategic direction, ensuring management capacity, capability, and monitoring and managing performance

Foundation Trusts have a Council of Governors which represents the interests of members and the public and holds the Non-Executive Directors to account both individually and collectively for the performance of the Board. The Board and Council have a corporate responsibility to uphold, safeguard and promote the organisation's values particularly relating to ethics, integrity, and social responsibility.

The Board is accountable for ensuring that the Trust operates effectively, efficiently, and economically.

The Non-Executive Directors are accountable to the Chair of the Trust who also chairs the Council of Governors. The Non-Executive Directors play a crucial role in bringing an independent perspective to the Trust, in addition to any specific knowledge or skills they may have. The Council of Governors of an NHS Foundation Trust has specific responsibility for the appointment of the Non-Executive Directors and the Chair and will participate in the annual evaluation of their performance.

All Directors, Executive and Non-Executive, have a responsibility to constructively challenge in reaching decisions of the Board and to help develop proposals on priorities, risk mitigation, values, standards, and strategy.

About the role

We are looking for a Non-Executive Director to join our Board as we move forward with the next phase of our ambitious plans for the Trust.

These plans include significant capital developments and the procurement of an Electronic Patient Record, which is a major step forward in our exciting, organisational wide programme of digital and clinical transformation, with huge potential to improve safety and quality.

We are keen to hear from candidates with previous Non-Executive Director or equivalent experience, interest in mental health and a working history in private sector industries. Having experience in digital transformation would be advantageous, in light of our significant transformation in this area.

Our Innovation Hubs encourage ideas and sharing of best practice inside and outside Humber to rethink what our services look like and how they can better deliver.

As a Non-Executive Director, you will be expected to contribute to and play your part in:

Strategy and accountability

- Assist in the setting of the Trust's strategic aims, ensuring that the necessary financial and human resources are in place.
- Ensure that the Trust manages risk effectively and that all risks taken can be managed.
- Ensure that services are run for the people using them, with particular attention to alignment to the Trust's Vision, Mission, Strategy and Values, ensuring alignment with the ICP's integrated care strategy.
- Ensure decision-making complies with the triple aim duty of better health and wellbeing for everyone, better quality of health services for all individuals and sustainable use of NHS resources.
- Give particular attention to the trust's role in reducing health inequalities in access, experience, and outcomes.
- Promote safety and quality in all aspects of services.
- Have an on-going dialogue with the Council of Governors on progress in delivery of the Trust's strategic objectives and high level financial and operational performance.
- Ensure the

Clinical governance strategy

- Promote the long-term sustainability of the trust as part of the ICS and wider healthcare system in England.
- Analyse and contribute positively to the strategic development of long-term healthcare plans.
- Build and maintain close relations between the Foundation Trust's constituencies and stakeholder groups to promote the effective operation of the Trust's activities.

- Act as an ambassador for the Trust in engagement with stakeholders.

Compliance

- Ensure the Foundation Trust meets its commitment to patients and targets for treatment.
- Ensure the Trust establishes and maintains the highest standards of clinical standards.

Specific responsibilities of Non-Executive Directors

- Prepare for, attend, and contribute to the six formal Board of Directors' meetings, 6 Strategic Board Development meetings, and quarterly Council of Governors' meetings.
- Chair and attend Board sub-committees as agreed with the Chair.
- To the extent that the required time commitment allows, participate in those activities where it has been agreed that Non-Executive Director's involvement would bring an external and independent perspective.
- Ensure effective stewardship through planning, strategy, control and value for money.
- Work in conjunction with the Council of Governors to promote public sector values and the interests of Foundation Trust members through good corporate governance.
- Attend the Annual Members' Meeting and other governor meetings as agreed with the Chair.
- Participate in visits to services and occasional external stakeholder meetings.
- Participate in an annual review and appraisal of own performance with the Chair and Chair of governor-led Appointments, Terms and Conditions Committee and contribute to the annual appraisal of the Chair and periodic reviews of the performance of the Board.
- Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.
- When asked to do so by the Chair, act as critical friend in connection with issues relevant to their own skills, expertise, and experience.

Your role and experience

This role will see you as a non-Executive member of the Trust Board who will bring your unique perspective, informed by your expertise to the full range of matters put before the Board and through its established committees.

We are seeking a person with strong leadership skills and a passion for improvement in health and social care. Just as important is the ability to engage and inspire others, and your commitment to equality, diversity, and inclusion for all. You may also have lived experience and/or knowledge of our local communities which can bring fresh perspectives to our Board. Training and development support will be provided as required.

Residency criteria

It is highly desirable that applicants live in or have strong connections with the areas where we provide services. You will need to live in a Constituency Area of Humber Teaching NHS Foundation Trust as defined by our Constitution.

Appointment details

The appointment is for an initial 3-year term. A Non-Executive Director is an office holder only and not an employee of the Trust.

You will be engaged via letter of appointment and paid via payroll, in line with HMRC regulations, for PAYE and NI deductions and contribution to be applied. The notice period is 3 months.

Time commitment

You will be expected to be available for an average 4 days a month, although some flexibility is required. However, during the first few months you may well need to spend more time building up your knowledge of our services.

Remuneration and allowances

£13,650 per annum plus mileage and expenses for formal Trust business. Specific IT equipment can be provided to enable you to conduct your role.

Location

Board activities take place in person and online via MS Teams. Support can be provided. The main location is Trust Headquarters in Willerby, East Riding of Yorkshire. Visits and other events may take place across Trust locations.

Background checks

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that our Board inspires confidence of the public, patients, and NHS staff always. The Trust, in accordance with national guidelines, makes several specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles.

Person specification

Experience

- Board level experience in organisations of significant complexity, whether in the private, public, or voluntary sector.

Skills and Abilities

- You will need to have a genuine commitment to patients and the promotion of excellent health care services as part of a wider interest in Mental Health Services
- Ideally resident in or have strong connections with the service areas within Humber Teaching NHS Foundation Trust.
- A personal interest and commitment in equality, diversity, and inclusion.
- A clear understanding of the needs of all sectors of the community.
- Able to demonstrate a range of professional expertise as well as community understanding and experience, and insights into lived experiences such as being a patient or carer, engaging with diverse ethnic, cultural, social, and economic and cultural groups and communities, experience of women and gender issues, experiences and challenges of younger people, and those with lived experience of mental health issues and/or living with physical disability.
- Self-knowledge and appetite to drive your own learning and development, and the ability to engage with, and add value to the work of Humber Teaching NHS Foundation Trust's Board and its committees.
- Commitment to our Trust values and ability to role model them always.
- Ability to be able to demonstrate you could use your experience to:
 - work alongside other non-executives and executive colleagues as an equal member of the Board and Trust governors.
 - bring independence, external perspectives, skills, and challenge to strategy development.
 - hold the executive to account by providing purposeful, constructive scrutiny and challenge.
 - shape and actively support a healthy culture for the Trust.
 - uphold the highest standards of conduct and display the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership through demonstrating the Trust's values and the NHS values and principles.
 - demonstrate a genuine commitment to patients and the promotion of excellent health care services.

Our vision, mission, and values

Our vision

We aim to be a leading provider of integrated health services, recognised for the care, compassion and commitment of our staff and known as a great employer and a valued partner.

Our values

Our internal values shape our behaviours and guide the way we work with our patients, staff, partners, within our community and with each other:

- **Caring** for people while ensuring that they are always at the heart of everything we do.
- **Learning** and using proven research as a basis for delivering safe, effective, and integrated care.
- **Growing** our reputation for being a provider of high-quality services and a great place to work.



As an organisation we are committed to Caring, Learning and Growing and passionate about supporting our colleagues to be healthy, engaged and empowered to make a difference. Everyone at the Trust plays a part in achieving this.

Our 'Being Humber' behavioural standards are a framework that sets out the behaviours expected of all colleagues which are not explicitly described in our job descriptions but closely aligns to our Trust mission, vision, and values.

Our 'Being Humber' framework can be accessed here.



Behavioural
Standards - FULL BOC

The Trust 'Being Humber' video can also be accessed via YouTube
<https://youtu.be/ShPO-eaPXBs>

Our strategic priorities

Our strategy (2022-27) defines our ambitions and direction for the next five years.

Our strategy outlines the building blocks we will put in place to grow and innovate services which meet the needs of our patients, service users, families, and communities.

It sets out our six strategic goals and explains how we will achieve them and just as importantly, how we will know we have achieved them.

Our Strategic Goals

- Innovating for quality and patient safety
- Enhancing prevention, wellbeing, and recovery
- Fostering integration, partnerships, and alliances
- Promoting people, communities, and social values
- Developing an effective and empowered workforce
- Optimising an efficient and sustainable organisation

Further information about our Trust strategy can be found on our website [Our Strategy \(humber.nhs.uk\)](https://www.humber.nhs.uk/our-strategy)

Our Trust strategy video can also be accessed via YouTube <https://youtu.be/CGJezel9EBE>

Application and selection process

Applications should be made by midnight on the closing date of **Sunday 9th June 2024**.

The timetable for the process is expected to be as follows:

Date	Action
Early May 2024	Search for applicants
Midnight 9th June 2024	Closing date for applications
W/C 10th June 2024	Longlisting to take place
25th June 2024	Shortlisting
10th July 2024	Panel Interviews (at Trust HQ, Willerby Hill).
w/c 12th or 19th August 2024	Start date of newly appointed NEDs.*

*Depending on processing required forms for employment.

Nurole is acting as an employment agency advisor to Humber Teaching NHS Foundation Trust on this appointment.

To apply, you will be asked to submit an application via this link <https://shorturl.at/jtE48> consisting of a CV, short supporting statement, and submission of an equal opportunities monitoring form.

You will be assessed against the essential knowledge and experience, skills and personal qualities required for this role, which are defined on pages 9 – 12 of this candidate pack. Please provide evidence and examples from your work history or other aspects of your life to demonstrate how you meet the criteria required.

For support or advice on the role or the application process please contact Mark Bate at Nurole: mark.bate@nurole.com

References will be requested at the shortlisting stage.

If you require any of our documents in an alternative format, we will be happy to meet your accessibility requirements.

Privacy notice

At Humber Teaching NHS Foundation Trust, we are committed to protecting and respecting your privacy. To conduct our activities and obligations as an employer we will collect, store and process information relating to you. This notice is to help you understand how and why

we collect personal information about you, what we do with the information and how we store it. It also explains the decisions you can make about your own information. Please note that not all the data below applies to Non-Executive Directors.

What information we collect about you

Information which the Trust collects and holds about you may include:

- Basic details about you such as name, address, date of birth, emergency contact etc.
- Pre-employment details e.g., application form, interview notes, offer of employment, references, contract, qualifications.
- Employment information e.g., correspondence with you, annual leave, training records, career history, appraisals
- Information relating employee relations e.g., disciplinary proceedings, grievance and complaints, tribunal claims etc.
- Information needed for payroll, benefits, pension, and expenses purposes.
- Information relating to your health and safety at work and any incidents or accidents.
- Visual images, personal appearance, and behaviour, for example, if CCTV images are used as part of building security.

We may also hold special category information about you such as:

- Medical information relevant to your employment, including physical health, mental health, and absence history.
- Personal demographics, including gender, race, ethnic origin, sexual orientation, religious or other beliefs and whether you have a disability or require any additional support or adjustments for your employment.
- Trade union membership
- Depending on the position you hold with us, we may also collect information in relation to any current or previous criminal offences. Please refer to our [Recruitment and Selection Policy and Procedures](#)

Using your personal data: the legal basis and the purpose

We will use your information for the following purposes:

Administer our business.

Personal data will be used for employment or removals; pay, discipline, superannuation, work management or other personnel matters. This includes, but is not limited to the following;

- To enable you to be paid
 - To enable the development of a comprehensive picture of the workforce
 - To inform and develop safe recruitment and retention policies.
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- To support effective performance management
 - To allow better financial modelling and planning
 - To enable ethnicity and equality monitoring

- To prevent injury or illness arising from work activities as far as reasonably practicable.
- To share important communications relevant to your role at the Trust and to measure the response to those communications to allow us to continually improve and develop them.

This processing is necessary to **perform our contract with you** (UK GDPR Article 6(1)(b)). This processing is necessary to **carry out employment obligations and rights** (UK GDPR Article 9 (2)(b)).

Occupational Health

Personal information obtained during occupational health assessments is held in strict confidence by the occupational health team protected by the requirements of the Data Protection Act. The information is also covered by the professional codes of conduct of the General Medical Council and the Nursing and Midwifery Council. As a “patient” of the team, the information is protected in the same way as when an individual consults any health care professional.

Vaccination and immunisation data will be stored in the Occupational Health module of your Electronic Staff Record (ESR). Access to this data will be strictly limited and used to manage your employment with the Trust.

This processing is necessary to **perform a public task** (UK GDPR Article 6 (1)(e)). The processing is necessary for the **provision of health or social care** (UK GDPR Article 9 (2)(h)).

National COVID-19 and flu vaccination programmes

Information about COVID-19 and flu vaccines received by NHS staff is collected by NHS England and Improvement along with information from your Electronic Staff Record (ESR). This data will only be used to match the ESR record with your vaccine record and to support the purposes of the vaccination programme. It will not be used for any other purpose. Data about your vaccination will only be made available to the health and care organisation that you work for and your GP practice. It will not be accessible to any other health and care organisations.

This processing is necessary for **compliance with a legal obligation** (UK GDPR Article 6 (1)(c)), to **perform a public task** (public health functions under the NHS Act 2006) (UK GDPR Article 6 (1)(e)), for the **provision of health or social care** (UK GDPR Article 9 (2)(h)) and for **Public Health Functions** under Regulation 3 for the Health Service Control of Patient Information) Regulations 2002 (UK GDPR Article 9(2)(i)).

For further information please see [Flu vaccines and the COVID-19 response - NHSX and NHS England » National COVID-19 and Flu Vaccination Programmes](#)

Foundation Trust membership

You need to be a member of the Trust in order to be a Non-Executive Director. You can become a member by completing a Membership Form, accessible via our website at [Membership Registration Form \(humber.nhs.uk\)](#) Your membership information will be held securely and confidentially in accordance with data protection legislation. The [Privacy Notice](#) explains how we use members data and your rights under the UK General Data Protection Regulation (UK GDPR). We will only process this information when it is in the

legitimate interests of the Trust (UK GDPR Article 6(1)(f)).
Please see [Foundation Trust Membership Privacy Notice](#)

As a member of the Trust, you will receive information from us about things that are happening in the Trust, including our Governor elections.

ShinyMind app

Your contact details (Name, Employee ID number and NHSmail address) will be used by Cynergy UK to provide you with a log-in for the ShinyMind App. The App is a wellbeing and resilience resource designed to support all members of staff in the organisation. We do understand that not everyone will want to be part of the App, so if you would like to opt out, please email us at hnf-tr.proud@nhs.net.

Our legal basis for processing this information is the **legitimate interests** of the Trust (UK GDPR Article 6(1)(f)). On signing up to the App, you will need to agree with the ShinyMind privacy policy.

Electronic communications

For specific information on how NHSmail uses your personal data please see [NHSmail Transparency Information](#)

The Trust will monitor the use of electronic communications such as e-mail or internet use following the procedure set down in the Electronic Communications and Internet Acceptable Use Procedure. The Trust will respect an employee's privacy and autonomy in business communications. However, in certain circumstances it may sometimes be necessary to access and record an employee's business communications for the Trust's business purposes which include the following: -

- Providing evidence of business transactions
- Making sure the Trust's business procedures, policies and contracts are adhered to.
- Complying with any legal obligations (including Subject Access Requests)
- Training and monitoring standards of service.
- Preventing or detecting unauthorised use of the Trust's communication system or criminal activities.
- Preventing, detecting, or investigating NHS Fraud or Corruption.
- Maintaining the effective operation of the Trust's communication systems.
- Business continuity

We only process this information when it is in the **legitimate interests** of the Trust (UK GDPR Article 6(1)(f)).

When do we share your information

Personal data about you may be shared with other Trust departments to administer your employment. We will seek your express permission before your personal data is shared with third parties unless we are required to share information about you by law. Wherever possible we will tell you what information is being disclosed, to whom and why. Whenever we can, we shall remove details which identify you.

National fraud initiative

The Trust takes part in the Cabinet Office's National Fraud Initiative: a data matching exercise to aid in the prevention and detection of fraud. We must supply sets of data to the Minister for the Cabinet Office for matching for each exercise.

This is **necessary to follow a legal obligation (UK GDPR Art 6(1)(c))** and does not require consent under the data protection legislation. For further information, please see the [full text fair processing notice](#).

Use of third-party companies

To enable effective staff administration, the Trust may share your information with external companies to process your data on our behalf to comply with our obligations as an employer. Examples include:

NHS Business Services Authority – NHS Electronic Staff Record (ESR) See [NHS Electronic Staff Record \(ESR\) Privacy Notice](#) for further information.

Restore – for the off-site storage of manual employment records.

TRAC –used for recruitment purposes. Please see [Privacy notice | Trac](#) for further information.

Quality Health - data shared for the purposes of the staff survey. This is a national requirement, and all data is shared securely.

Cority –Occupational Health system provider.

Occupational Health Services: Data may be shared for the purposes of occupational medical assessments and support services. This will be with your agreement.

Allocate – for rostering purposes and the management of staff expenses. For further information, please see [Privacy Policy - RLDatix - Global \(allocatesoftware.com\)](#)

Freedom of information requests

Under the Freedom of Information Act 2000 anyone, employee, or member of the public alike, has a right to ask to see this type of information. In line with being open and publicly

accountable, the Trust has a legal duty to make available such information if requested to do so.

As an employee of the Trust there will be certain information about you which is of a non-private nature.

This could be details of your job title and your position within the organisation, the amount of expenses you incurred whilst on official business, or perhaps details of opinions given or decisions made in meetings which are recorded and attributed to you.

Each request would be assessed individually and if appropriate you will be consulted before any information is given. In some circumstances information can be withheld but we would need to be able to justify the reason for this. If for instance we are asked to confirm the work address of a member of staff who has been physically threatened, then the decision would be made not to give out that information. However, you should be aware that where the information requested is about you acting in a work or official capacity then the decision would normally be made to disclose it.

Your rights

Under the UK General Data Protection Regulation, you have the right to:

- The right to be informed – we tell you what we do with your information. We do this through notices like this, and notices on our Intranet.
- The right to object – you have the right to object to how we process your information. Your objection will be considered in relation to your situation, we will stop processing unless there is a legitimate reason for us to continue processing.
- The right to rectification - we will correct any personal information that is inaccurate or rectify any data that is incomplete.
- The right to restrict processing – we will temporarily restrict processing your data, whilst we check the information, if you query the accuracy of it. We will also restrict processing (if you raise an objection to how we process your data) whilst we consider your objection.
- The right of access – you can ask for copies of information we hold about you. This is called a subject access request.

If you would like a copy of your staff records or Occupational Health Records see [Data Protection Procedure for Employment Records](#)

You can also access information via ESR Self Service
<https://intranet.humber.nhs.uk/directorates/esr-self-service.htm>

Data storage and retention

We will create and maintain employment files for each staff member. The information will be stored confidentially and only used for purposes directly relevant to your employment.

We will retain this information in accordance with the [Records Management Code of Practice 2021](#)

Contacts

If you have any issues about how your data is handled, you can contact the Trust's Data Protection Officer:

Lisa Davies, Head of Information Governance and Legal Services, Mary Seacole Building, Willerby Hill, Willerby, HU16 6ED or Tel: 01482 477854.

Information Governance Team: Email: hnf-tr.IGTeam@nhs.net or Tel: 01482 477854.

Additionally, you have the right to raise a complaint with the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline: 0303 123 1113 or report online at: <https://ico.org.uk/concerns/handling/>