

Privacy Notice for The Dental Studio for Team Member's Data

This Privacy Notice is a shortened form of our Privacy Policy and any patient who wishes to have a copy of our full Policy should ask Christine Dye who is the practice Data Protection Officer.

The practice Data Controller is Stephen Pitt.

Personal data held for team members

- Name, address, date of birth.
- Telephone numbers, email address.
- Next of kin.
- Health information.
- Job application interview notes.
- DBS disclosure.
- CV and references.
- Proof of identity and right to work in the UK.
- Job description, contract details and salary.
- NI number, bank details, tax details and pension details.
- Details of any grievances or disciplinary action (if any).
- Letter of resignation (only when received).

We keep an inventory of personal data we hold on our team members and this is available for all team members on request.

Why do we need to hold this information on you?

The main reasons are to allow us to administer the contract we have with you and to comply with our legal obligations.

The situations in which we will process your personal information include the following:

- When making a decision about your recruitment or appointment.
- Determining the terms on which you work for and with us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.

- Conducting appraisals and supporting you to develop a personal development plan.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

Disclosure to third parties

We will share our team members' personal information with third parties when required by law or where it is necessary to administer the working relationship with them or where we have another legitimate interest for doing so.

Third parties we may share team members' personal information with may include:

- Payroll providers.
- Our accountants.
- Software support providers.
- Hardware support providers
- Human resource management providers.
- Patient payment plan providers.
- Regulatory authorities such as the General Dental Council or and the National Health and Social Care regulators.
- NHS Local Authorities.
- Dental payment plan administrators.

- Insurance companies.
- Loss assessors.
- Fraud prevention agencies.
- In the event of a possible sale of the practice at some time in the future.

We may also share personal information where we consider it to be in a team member's best interests or if we have reason to believe an individual may be at risk of harm or abuse.

Legal basis for processing data held about team members

The legal basis on which we process your personal information is 'contract.'

Retention period

We will retain team members' personal information only for as long as we need to in order to fulfil the purposes for which it was collected.

After our working relationship has terminated, we will retain team members' personal data for 6 Years.

Complaints

All individuals who have personal data held about them have a right to complain about how their personal data is processed. All complaints concerning personal data should be made in person or in writing to Christine Dye. All complaints will be dealt with promptly and as described in our Data Protection Policy.

If you are unhappy with the resolution of your complaint, you have the right to raise your complaint with the Information Commissioner's Office (ICO).

The ICO can be contacted at <https://ico.org.uk/make-a-complaint>, via or call the ICO helpline on 0303 123 1113. [live chat](#) or via the ICO helpline on 0303 123 1113.

Further information on making a complaint to the ICO can be found here: <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints>

This Policy was reviewed and implemented on **03/06/2025**.

It will be reviewed annually and is due for review on **03/06/2026** or prior to this date in accordance with new guidance or legislative changes.

Please sign below to acknowledge that you have been given a copy of this privacy notice and that you have read and understood it.

I confirm that I have received and reviewed the Privacy Notice. I have read and understood each section.

I understand that if I have any questions or concerns, I should speak to the appropriate manager or supervisor.

Document Change Record

For

Privacy Notice for Team Members England& Wales

The table below is used to register all changes to the policy:

Published Date	Document Version Number	Pages affected	Description of revision	Author
15.08.2023	v2.0	4 & 7	Updated the complaints section with contact details for the ICO. Amalgamation of English & Welsh policy and renamed	PL/IL
09.02.2024	v3.0	Whole document	The whole document has been reviewed to satisfy the criteria of a notice; previous versions of our Privacy Notice have replicated the Privacy Policy. This notice is relevant to all the home nations.	IL