

## Staff Privacy Notice – National Flu Immunisation Programme for Health and Social Care Workers

<b>What is it</b>	National Flu Immunisation Programme for Health and Social Care Workers
<b>Data Controller</b>	NHS North Kirklees CCG
<b>Purpose</b>	<p>Annual vaccination against influenza (flu) is recommended for all health and social care workers to help reduce the risk of contracting the virus and transmitting it to patients, service users, colleagues and family members.</p> <p>Vaccination also helps reduce sickness absences and contributes to keeping the NHS and care services running through winter pressures.</p> <p>We will collect your personal details for the purpose of the administration of the flu vaccination programme offered to all CCG staff. The purpose of use includes understanding how many vaccinations will be required, booking your vaccination appointment, and understanding the number of people who have had the vaccination within the organisation.</p> <p>Where you have arranged to receive the flu vaccination independently, e.g. from a local pharmacy, we request you share this information with the HR Team in order to monitor uptake. If you claim the cost of the vaccination through the CCG expenses system then you will need to provide a receipt so that Payroll can process the expense.</p>
<b>Lawful basis</b>	<p>The CCG's legal basis for processing personal data under GDPR is Article 6(1) f – Legitimate interest.</p> <p>For the processing of special category data, the legal basis is Article 9(2) h - Preventive or occupational medicine.</p>
<b>Type of information used</b>	<p>Personal: Your name, work email address</p> <p>Special Category: That you have booked/received a flu vaccination.</p> <p>We will not ask, or collect from you any other personal information in relation to this purpose.</p> <p>The flu vaccination provider will request a consent form be completed and signed at the time of your appointment. Consent for the vaccination will be given at the time of your appointment.</p>
<b>Who we will share the information with (recipients)</b>	Non-identifiable aggregate data will be used by the CCG to monitor delivery of the programme and to support the provision of national returns on uptake of the programme.
<b>Do we use any processors</b>	<p>The Human Resources Team – this service is provided by the North of England Commissioning Support Unit.</p> <p>Flu Xpress Ltd - provider of flu vaccinations, including online booking system.</p>
<b>How we collect (the source) and use the</b>	You will be required to enter your name and work email address into online appointment booking system provided by Flu Xpress. The CCG's HR team will act as administrators for the booking system to

<b>information</b>	support the management of your appointment. The HR team will keep a record of when you received a flu vaccination and use the information to provide a statistical report on uptake of the vaccine for SMT and Governing Body.
<b>How long we will keep the information</b>	<p>Your information will be stored in line with the <u>Records Management Code of Practice for Health and Social Care 2016</u>.</p> <p>HR will keep a record that you have had a flu vaccination during the period of this year's Flu Immunisation Programme. After this time only non-identifiable aggregate data will be retained.</p> <p>The details of your flu vaccination booking will be kept on the online appointment booking system for one month following your flu vaccination appointment and then automatically deleted.</p>
<b>Your Rights</b>	<p>With regards to this process, under GDPR you have the right:</p> <ul style="list-style-type: none"> <li>• To be informed about the processing of your information (this notice)</li> <li>• Of access to the information held about you</li> <li>• To have the information corrected in the event that it is inaccurate</li> <li>• To restrict or stop processing</li> <li>• To object to it being processed or used</li> <li>• To be notified of data breaches</li> </ul>