

NHS England Privacy Information

New to Partnership Payment scheme

NHS England's Privacy Notice (<https://www.england.nhs.uk/contact-us/privacy-notice/>) describes how we use personal data and explains how you can contact us and invoke your rights as a data subject. We will process your information in accordance with the requirements of the Data Protection Act 2018.

The New to Partnership Payment scheme is asking for personal information via:

- Application Form
- Annual Monitoring Form and,
- Equality and Diversity Monitoring Form

This is collected on behalf of NHS England by NHS North of England Commissioning Support Unit (NECS)

All information provided to us will be treated as confidential and will be handled accordingly; it will only be used for the purpose of considering your application and monitoring the Scheme. If you have any concerns, please contact us: england.newtopartnershipenquiries@nhs.net

We are collecting / processing personal data about you for the following purpose(s) -

Application Form:

- Review and make a decision on your application to the Scheme
 - To track approvals from start to finish:
 - Contact you regarding the outcome of the Scheme
 - Calculate the value of the payment that you will receive (based on your FTE worked)
 - To monitor uptake of the scheme by profession
 - Undertake monitoring during the lifetime of the Scheme to ensure that you continue to meet the eligibility requirements.
- Your information will also be included in the s96 Grant Agreement that NHS England will enter into with the practice in which you will be a partner.

Please note, without this personal information we are unable to process your application.

Equality and Diversity Monitoring Form:

- Monitor successful applications by equality and diversity characteristics to enable NHS England to review potential negative impact on these groups and make adjustments to the scheme as appropriate.

Please note, completing this form is optional. Whilst we collect this information from you via email it will be stored separately and securely from yours or any other application. Any information provided on the form will be kept confidentially and cannot be attributed to you.

The information we will collect includes -

Application Form:

- Your personal contact details (name, your home address, work or home email address and contact telephone number)
- Your healthcare profession registration details

Equality and Diversity Monitoring Form:

- Gender, ethnic origin, age, religion or belief, disability, sexual orientation

The legal bases for this processing are -

Application Form:

- Where we process your personal data, our lawful basis is Article 6(1)(e): exercise of official authority

Equality and Diversity Monitoring Form:

- Where we process special categories of your personal data we use Article 9(2)(b): the processing is required in the field of employment, social security or social protection law.

Your personal data is received and used by -

Application Form:

- The North of England Commissioning Support Unit (NECS)
- Primary Care Workforce Team, NHS England.

Equality and Diversity Monitoring Form:

- The North of England Commissioning Support Unit

Your data will be stored for the following period:

Your information will be stored in line with NHS England's retention schedule, which can be accessed [here](#).

Application Form:

- Personal data for successful applicants will be retained for 6 years from the end of the contract.
- Personal data for unsuccessful applicants will be held for a period of 6 months following application submission, to support any appeals process.

Equality and Diversity Monitoring Form:

- Equality and Diversity information will only be held for successful applicants and will be retained for 6 years from the end of the contract.

Accessing your personal information or make a request relating to other rights

Requests to access to your personal data, or invoke your other rights under the Data Protection Act 2018, may be made in writing or by speaking to us. All requests will be recorded, and you may need to provide information to verify your identity and enable us to locate the information, including:

- Full name, address, date of birth, NHS number (requests for health records)
- An indication of what information you are requesting to enable us to locate this in an efficient manner.

For requests in relation to your personal data held by NHS England, please contact the [Customer Contact Centre](#).

NHS England as a data controller

NHS England is a data controller under the EU General Data Protection Regulation and the Data Protection Act 2018. Our legal name is the NHS Commissioning Board and our head office address is:

- NHS England London
Skipton House
80 London Road
London
SE1 6LH

You can contact us via our customer contact centre, using the details below:

- 0300 311 22 33
- england.contactus@nhs.net

NHS England's Data Protection Officer

NHS England's Data Protection Officer is Carol Mitchell, who can be contacted at:

- Corporate Information Governance Team
Commercial Directorate
NHS England
Quarry House
Quarry Hill
Leeds
LS2 7UE
- england.dpo@nhs.net

Contacting the Information Commissioner's Office

You may submit a complaint to the Information Commissioner's Office at:

- Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
- 0303 123 1113 (local rate)
- 01625 545 745 (national rate)
- casework@ico.org.uk