

## INFORMATION ABOUT CARE PROVIDERS, REGISTERED PERSONS, AND EMPLOYEES

### INTRODUCTION

To carry out our role, we need personal data about people who provide, manage, and work for primary care providers.

The personal data that we obtain and use mainly relates to 'registered persons' (clients who have commissioned our services) 'nominated individuals' (senior persons within provider organisations who represent them), and senior management who control our client providers. However, in the course of our work, we do obtain and use some information about other people who work for, with, or at those services too.

### WORKER APPLICATIONS

Anyone applying to be a worker will be asked to submit an application form. Applications are also submitted by individuals wanting to join our organisation.

We may also collect additional personal data, for example through interviews, by asking them to undertake Disclosure and Barring Service (DBS) checks, or through our partner organisations or publicly available sources.

This personal data will be used to make decisions regarding any future affiliation with the GPS. We may share personal data we obtain in the course of our activities with other organisations where we need to do this to carry out our role, or to assist those bodies in their roles. For example, we may make referrals to the DBS or professional regulators, or may share information with NHS England, NHS Improvement or service commissioners or other regulatory bodies to assist them in their work.

### EMAIL ADDRESSES

We ask providers and managers for email addresses so we can contact them for reasons relating to our role – for example, to send bulletins and to request information that we need, or to share relevant guidance and information.

These email addresses do not form part of the public register and are not published.

We may share these email addresses with other public bodies where there is a lawful and legitimate reason to do so. We will not share email addresses with private organisations or for marketing purposes.

## **PEOPLE WHO WORK AT CARE SERVICES**

In the course of our work, we do obtain some information about people who work at care services. For example, we sometimes look at training records or other documents as outlined in mobilisation plan and agreed with service providers in our role as a critical friend and ensure compliance.

We sometimes ask for worker contact details so that we can ask them about the services where they work in order to better assist our client providers.

We consider the records of and other information we receive from people who work at care services, to be confidential, and we handle this information in accordance with data protection law and our

Code of Practice on Confidential Personal Information. There may be times when we need to share this information with others. This includes where we believe a vulnerable person is at risk of harm, or when another organisation needs to take action to ensure the safety and quality of care.

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