



NHS Wales Shared Services Partnership (NWSSP) Student Awards and Student Streamlining Service Privacy Notice

1. Introduction

NHS Wales consists of several health organisations that include the NHS Wales Shared Services Partnership (NWSSP). NWSSP provide a number of services on an All-Wales basis, including Student Awards and Student Streamlining Services.

If you have any questions regarding this information you must contact the person(s) at the bottom of this notice.

This Privacy Notice (PN) has been issued by the Information Governance function within NWSSP to assist and facilitate Student Awards and Student Streamlining processes within NHS Wales including informing you of your rights and our information uses within NWSSP.

2. Your rights

This notice covers your rights under legislation called the UK General Data Protection Regulation (UK GDPR). It emphasises the NWSSP's need to make sure that we explain how your information is used for the tasks undertaken by the Student Awards & Student Streamlining Service within NHS Wales Shared Services Partnership.

The information we give you about our use of this information will be:

- Brief, easy to read and easily accessible.
- Written in clear, plain language; and
- Free of charge.

3. What laws do we use?

The law determines how we can use the information for the purposes as listed below for the functions of the Student Awards Service. The laws we follow that allow us to use your information are listed below:

- UK General Data Protection Regulation
- UK Data Protection Act
- Human Rights Act
- Freedom of Information Act
- Common Law Duty of Confidence
- Computer Misuse Act
- Audit Commission Act
- Regulation of Investigatory Powers Act

The NHS Wales Shared Services Partnership Student Awards Service administrates the funding process for healthcare students on behalf of NHS Wales and for this purpose is the holder and user of your information. This includes the Student Streamlining Service that delivers a single application and recruitment pathway for student Nurses, Midwives, Operating Department Practitioners and Physician Associates within NHS organisations in Wales.

4. What types of personal information do we use for the Student Hub?

What is the purpose of processing information?

Your data will be used for the purposes of processing your student funding applications by Student Awards and post studies, to facilitate the processing of your application for employment in NHS Wales via Student Streamlining.

Student Awards

As a student applying for funding from NHS Wales, we will only use your information for bursaries and to conduct eligibility checks for providing you with the correct level of funding for your studies.

This includes:

- Eligibility and assessment to join the NHS Bursary scheme or rejoin the scheme, through a review of your financial documents for example, bank statements, domicile status, repossession notices.
- To determine eligibility for help towards childcare costs.
- Confirmation of Childcare payments.
- Eligibility of Disabled Students Allowance.
- Eligibility of reimbursement of travel.
- Facilitate your NHS Wales employment application post studies.

Where we ask for your consent (permission), any refusal may result in withdrawal of the offer due to various standards and including the legislation that NHS Wales must adhere to at all times.

We will also use your information without permission where it is justified by law.

These may include allegations of fraud, where an applicant has given false information on their application form or provided false documentation or qualifications.

Student Streamlining

As a student applying for employment in NHS Wales, you will be required to complete a single application via the Student Hub. Minimum details will flow from your Student Award account. Your information will be used for the purposes of:-

1. Collection and monitoring of equal opportunities data
 - Personal information that includes gender, race, ethnicity, sexual orientation, religious beliefs (where you have provided this information)
2. Personal data for identification and communication
 - Student Awards Student Number
 - Course Cohort and Year
 - Telephone numbers
 - Email address
3. Personal data for your application and recruitment process
 - Contact names, addresses, telephone numbers, date of birth.
 - Medical information including physical health or condition (if provided)
 - Right to work information
 - Work permits (where applicable)
 - Criminal record history (where applicable).
 - Supporting information, values-based question answers and work and placement history

In the context of Student Streamlining, your personal data is processed and shared in order to manage your application and selection process with the following:

- Nominated Recruiting Managers
- Nominated Health Boards leads.
- NWSSP Employment Services
- HEIW
- Associated Universities

5. Sharing your information

There are reasons why we need to share information.

Student Awards Services needs the information you provide on your application to assess your eligibility for NHS Wales funding and where applicable, childcare allowance and to assess the maximum amount of support you are entitled to. The NWSSP is the Data Processor for that information.

The Student Awards Service will make the results of this assessment available to your University so that they know how much to pay you. Student Awards Services will keep your personal information for a set amount of time so they can audit their assessments of student support.

Where applicable, Student Awards Services will also check the childcare costs with your childcare provider(s).

The University needs the information you provide on this form to process your application for support and handle the payments and recovery as appropriate and is the Data Controller for that information. The University also has to keep personal information about you for these purposes.

Student Awards Services and the University will have shared access to your account information to provide customer assistance services to you and generally to respond to your questions and update information on your account.

Your University will receive information from NWSSP Student Awards Services so that they can pay your support..

The Welsh Government and Health Education & Improvement Wales (HEIW) may use the information you have provided on this form to monitor NHS Wales Bursary to develop future policy. Any published output from this statistical work for Welsh Government is anonymous and will not identify you in any way. However, data published for HEIW will include data on students by Higher Education Institute.

By law, the Student Awards Services, Welsh Government, HEIW and your University or college must protect the public funds they handle and may use the information provided on this form to prevent and detect fraud. They may also share the information for the same purposes with other organisations that handle public funds.

Under the UK Data Protection Legislation, your information is shared only with those personnel that are responsible for ensuring effective administration of the NHS Wales bursary process. This is so that only appropriate people work together for your benefit in granting student funding for healthcare courses.

It is important to note that anyone receiving information about you is under a legal duty to keep it confidential.

NWSSP will also use your details to facilitate your application for employment in NHS Wales via Student Streamlining and the details outlined below will be used for this process.

Your personal data will be shared by the Student Awards Team and to the Student Streamlining Team within NWSSP. This data is used to support you and your application for employment in NHS Wales post-graduation. The details of the data are set out in Points 1-3 under the Student Streamlining section above.

Another Service provided by NWSSP is to support your employment checks and onboarding for pay purposes. This will require sharing of your personal details to the Recruitment and Payroll Teams within NWSSP. The processing of this personal data is necessary for the purposes of those functions.

We share your personal data for the purpose of completing the recruitment and pay process. Under the law, your information is shared only with Team members and recruiting managers that are responsible for the process of your employment records. The NWSSP will only request, use and share the minimum information necessary to perform the tasks it has been agreed to complete.

It is important to note that anyone receiving information about you is under a legal duty to keep it confidential.

The table below indicates which category of information is required by both Student Awards and Student Streamlining.

Data Category	Student Awards Data	Student Streamlining Data
Personal Information (Name, Address, Marital status, email, mob no, NI no, nationality, ethnic origin, religion, gender).	✓	✓
Welsh Language		✓
Eligibility (Reason for absence from UK during 3 years preceding the prescribed date, EU National).	✓	✓
Convictions		✓
University (University, course, study year, placement history)	✓	✓
Sponsorship (Employee sponsorship)	✓	✓

Data Category	Student Awards Data	Student Streamlining Data
Secondary Contact Information	✓	✓
Finance Information	✓	
Childcare & Dependants	✓	
Disabled Students Allowance	✓	
Value Based Questions		✓

6. Security of your Information

The NWSSP takes responsibility to look after your personal information very seriously. This is regardless of whether it is electronic or in paper form.

The NWSSP will only transfer your personal data to third parties using secure channels and when it is needed to manage your recruitment and pay. NWSSP will not sell your information, and will not transfer your data unless it is satisfied of the following matters:

- There is consent from you.
- That there is a fair and lawful basis to share your personal data with the third party.
- The data will be handled by the third party in accordance with the law on data protection.
- It is only the minimum and relevant information necessary for the purpose.

Where the data is used for analysis and publication by a recipient or third party, **any publication will be on an anonymous and aggregated basis and will not make it possible to identify any individual.** This will mean that the data ceases to become personal data.

Third parties may include the following non-exhaustive list:

- NHS Health Boards/Trusts/Organisations in Wales,
- Welsh Government,
- Health Education and Improvement Wales (HEIW),
- Other UK health departments,
- Colleges/Faculties e.g., the Nursing and Midwifery Council (NMC)
- any approved researchers.

We also employ someone who is responsible for managing information and its confidentiality to ensure:

- Information is protected.
- Advise on safe and confidential use of data; and
- Inform you how it will be used.

All staff within NWSSP are required to undertake confidentiality training on a regular basis. Comprehensive training is required to help protect the information that has been given to the NWSSP and all its departments. The training makes sure that all staff working in the NHS are aware of their responsibilities about the handling of identifiable information regardless of the department that they work in and are confident in doing so.

7. What are you entitled to?

The NWSSP will make sure that you are able to have access to the information subject to the process involving you and your applications to the Student Awards Service / Student Streamlining.

You have the right:

- To know about details of how the information is used; and
- Have copies of the information.

If you want to know more please contact the [NWSSP Information Governance Manager](#) for further information about your rights of access.

The NWSSP tries to answer all requests for access to information as quickly as possible. The organisation is obliged to provide a response to your request within a full calendar month of receiving it, but this could be extended if the request is complex and extensive.

The rights explained above relate to the information relating to your application facilitated within the Student Awards / Student Streamlining Services that is held by the NWSSP.

Your request will be reviewed to make sure that the information requested is personal information and that information is relating to your application. Most of the time, it will be clear that the information is personal, but the NWSSP will contact you if it is not clear.

Do I have to pay a fee?

In most cases, the information will be provided free.

However, we could ask for a small fee. This is where the request is large or repeated. This will be based on the cost of providing it.

How will information be provided?

The information will be provided in a format that can be used on another system easily if it is electronic (i.e. Microsoft Word or Excel). Otherwise, it will be supplied on paper.

8. Permission (consent)

For the use of your personal information to be lawful, the NWSSP may ask for permission from you. However, this is not necessary if the use is for a lawful basis under current regulations such as Article 6 (Lawfulness of Processing) and Article 9 (Processing of Special Categories of Personal Data) including:

Any permission (consent) that is collected from you should have been given freely and you have not been pressured to do so. This should have been done clearly and you are aware of what the use of your information means.

Informing you and obtaining your consent

If your permission is asked for, you will be provided with information regarding this by use of this Privacy Notice. This will explain what you are being asked to give permission for. The NWSSP will have to prove that it gave you information and that you were fully aware of what you were giving permission for.

If permission is requested, you could provide this in several ways that include by writing, ticking a box on a web page, by choosing options in a mobile phone app, or by any other action that shows your acceptance of the use of your information.

9. What about rights to correct or delete inaccurate information?

You are entitled to request that the NWSSP correct any mistakes in your information.

The NWSSP must ensure that proven inaccurate or incomplete information is either erased or corrected.

Keeping your information

We will only store information for as long as necessary. Records are stored in line with Records Management Code of Practice for Health & Social Care's retention and disposal schedule (2022). This determines the minimum length of time records should be kept.

In respect of student bursary and streamlining, the records will be kept as long as you are part of the bursary process plus 3 years.

You will have a recruitment file held by NWSSP if you are employed by NHS Wales and a personnel record.

Making a complaint

If you wish to make a complaint about any issues you have experienced regarding your information, then please contact:

Tim Knifton
Information Governance Manager
tim.knifton@wales.nhs.uk

If you are still unsatisfied following your complaint and this remains unresolved, you have the right to make a complaint to the:

Information Commissioner's Office,
2nd Floor,
Churchill House,
17 Churchill Way,
Cardiff, CF10 2HH

Email: wales@ico.gsi.gov.uk
Website: www.ico.org.uk

Further Information

Student Awards Services,
Floor four,
Companies House,
Crown Way,
Cardiff.
CF14 3UB
Tel: 029 20905380
Email: abm.sas@wales.nhs.uk

Student Streamlining Services,
Floor four,
Companies House,
Crown Way,
Cardiff.
CF14 3UB

Nursing Queries: nwssp.studentstreamlining.enquiries@wales.nhs.uk
PA Queries: nwssp.pastudentstreamling.enquires@wales.nhs.uk
Midwifery: nwssp.midwiferystudentstreamlining.enquiries@wales.nhs.uk