Privacy Notice: Apprentice – Placement mapping

Who we are

Sirona (Sirona care & health C.I.C) is a Data Controller and is registered with the Information Commissioner's Office (ICO), registration number is Z2861455. Our registered office is Sirona care & health, Badminton Rd Office, 2nd Floor, Badminton Rd, Yate, BS37 5AF.

Established in October 2011, Sirona care & health Community Interest Company are the sole provider of NHS and local authority funded adult and children's community healthcare services across Bristol, North Somerset and South Gloucestershire (BNSSG). Sirona is a not-for-profit social enterprise committed to serving its communities and funded by the NHS and local authorities.

Sirona care & health Privacy Notice: Policies - Sirona care & health

Why we need information about you?

This notice provides additional information on how personal data is collected, used and shared to support placement mapping across the organisation.

We will need your **name only to share to arrange placements** with other organisations such as Bristol, North Somerset and South Gloucestershire Integrated Care Board, the Allied Health Professionals (AHP) faculty and others to enable us to:

- plan, develop and deliver placements.
- arrange placements
- check we are aware of the apprentices in each organisation
- get in contact with you

For the purposes of this notice, the term 'apprentice' includes all those on all types of apprenticeships which require placements in other settings and organisations.

What information is collected about you?

Personal data

This is information that identifies you, such as your name or contact details. It is important that the personal information we hold about you is accurate and up to date. Please let us know if your personal information changes during your working relationship with us.

If any changes are required, please let us know by contacting your line manager in the first instance or contacting our HR Department (see 'Ask HR' contact details later).

How do we collect information?

We collect your personal information when you apply for an apprenticeship.

If you apply for an apprenticeship
When you apply for a position with Sirona care & health, you will give us relevant information about you which includes name and personal contact details.

How do we protect you information?

Everyone working for, or with Sirona, has a legal duty to keep your information secure and confidential at all times. Staff are trained on requirements of keeping data secure. We are committed to protecting your privacy and will only process data in accordance with legislation.

Strict principles govern our use of your information and our duty to ensure that it is kept safe and secure. Your information may be stored within electronic or paper records, or a combination of both. All our records are restricted so that only those individuals who have a need to know the information, can get access.

How we share your information

In circumstances where we need to share your personal data; we will always ensure this is conducted lawfully and account the justifications for doing so.

Unless there are exceptional circumstances (such as likely risk to the health and safety of others) or a valid reason permitted by law, we will not disclose any information to third parties which can be used to identify you without your consent.

Sometimes we are required by law to disclose or report certain information that may include details that identify you. However, this is only done after formal authority by the courts or by a qualified health professional. This may include reporting a serious crime or identification of an infectious disease that may endanger the safety of others.

Who we share you information with

To support you in your placement mapping we will share only your name to enable us to meet our responsibilities as an employer, to secure your placements to complete your apprenticeship. Sometimes we will need to share your information with others.

Unless there is a valid reason permitted by law, or there are exceptional circumstances (such as likely risk to the safety of you or others), we will not disclose any information to third parties which can be used to identify you without consent.

You have the right to refuse (or withdraw) consent to information sharing at any time. However, this may not be possible if the sharing is a mandatory or legal requirement imposed on the Organisation.

Only organisations with a legitimate requirement will have access to your information and under strict controls and rules.

Other NHS organisations
To streamline **placement mapping**, we may share your name only information with other NHS organisations within the Bristol, North Somerset and South Gloucestershire (BNSSG) area. We may also share your name only information if your employment transfers or you are seconded to another NHS organisation.

Retention of Records

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for the specific purposes. All NHS records are kept in line with the NHS Records Management Code of Practice 2021 and the Retention Schedule.

Sirona will regularly review the length of time we keep your personal data and securely delete information that is no longer needed for the purposes it was originally intended.

This process will enable clear and accurate data, keeping it up to date, available and confidential.

All records are appropriately reviewed once the retention period has been met and we will decide whether the record still requires retention or should be confidentially destroyed. We do not keep records for longer than is necessary. This information is fully covered in the Staff and Bank worker privacy notice.

Contact information and further advice

If you would like to know more about how we use your information, require information in any accessible format or language or if (for any reason) you do not wish to have your information used in any of the ways described, please contact:

Data Protection Officer
Sirona care & health
Badminton Rd Office
2nd Floor
Badminton Road
Yate
BS37 5AF
Email: Sirona.dataprotection@nhs.net

How can you make a complaint

You have the right to make a complaint if you feel unhappy about how we hold, use or share your information. We would recommend contacting our Data Protection Officer (contact details above) in the first instance to talk through any concerns that you have.

If you remain dissatisfied following the outcome of your complaint, you may then wish to contact the Information Commissioner's Office. Please note that the

Information Commissioner will not normally consider an appeal until you have exhausted your right of complaint to us directly.

Mail: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113 (local rate) or 01625 545 745
Email: casework@ico.org.uk
Website: www.ico.org.uk

Changes to this notice

We may change this notice. When we make changes to this notice, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy notice will apply to you and your data immediately. If these changes affect how your personal data is processed, we will take reasonable steps to let you know.

Updated: October 2025