

=====
Annex to Appendix 6 Disclosure of Staff Information
=====

Information about staff which is held by the Trust can be categorised into that which the Trust would and would not normally release into the public domain.

The lists which follow are not intended to be exhaustive, but serve to provide a generic breakdown of the types information the Trust typically holds about its employees and which would normally be releasable and non-releasable.

1. Normally Disclosable Staff Details

- a) Directors: this constitutes part of information already publicly available and published by the Trust such as
 - 1. salaries, professional qualifications
 - 2. names, job titles, work email address, work telephone numbers
 - 3. position in corporate structure, roles, duties, work related responsibilities

- b) Public Facing: eg CCIO, Data Protection Officer, Safeguarding Lead, their names, job titles, work email address, work telephone numbers, position in corporate structure, roles, duties, work related responsibilities. Salary levels or pay bands (not net salary)

2. Normally Non-Disclosable Staff Details

- a) Non Director the Trust recognises that a distinction based on AFC Band 8 grade alone will not always be appropriate. It is unlikely that details of those who do not deal directly with the public will be disclosed, eg
 - 1. Names, Job titles, work email addresses, work telephone numbers
 - 2. Salary details of individuals
 - 3. Photographs and/or biographical details

- b) Personal:
 - 1. information provided to the Trust as part of the recruitment process, e.g. CVs, content of job applications forms
 - 2. references, non work-related qualifications, work histories
 - 3. Home addresses/contact details, next of kin information, personal interests
 - 5. Security Clearance Information
 - 6. Tenure in post, and previous positions held at the Trust
 - 7. Photographs and biographical information of staff whose role means that they are NOT likely to be the subject of publicity, unless they have consented to this.

8. Information that is not work-related, eg personal financial details, eligibility for benefit, sickness records, accident book entries, other medical information, individuals associated with them e.g. , family members
9. Details of appraisals and other staff interviews, e.g. disciplinary proceedings
10. Net salaries and specified information about pension entitlements or other financial benefits
11. Home addresses, contact details, next of kin information, personal interests and other non work-related information
12. Details of non-work related examinations, qualifications or training undertaken whilst employed at the Trust or previously
13. Annual leave records, details of hours worked, leave or special leave

3. Direct Marketing

Under FOIA, the Trust receives marketing enquiries about decision maker/s for specified products/services and/or heads of departments. The Trust will normally comply with these requests by providing name and contact details of the responsible Director, or Procurement Manager (but not staff below that level). Before responding, the IG Officer will check, on each occasion, whether the named director wishes to receive direct marketing materials from the applicant. This is in line with the Privacy and Electronic Communications (EC Directive) Regulations 2003. Should the director indicate no wish to receive direct marketing on that occasion, the IG Officer would advise this to the applicant within the formal FOI response, explaining further that the Trust will normally formally complain to the ICO if the FOI requestor disregards those wishes.