Core Brief

Daily update
(21 March 2024, 12.30pm)

Topics in this Core Brief:

- Exit Interviews
- Stand Against Racism campaign
- Subject Access Requests

> **Remember, for all your latest news stories, visit the Staffnet Hub:**
>
> **GGC-Staffnet Hub - Home (sharepoint.com)**

Exit Interviews

A refreshed exit interview process was introduced within NHS Greater Glasgow and Clyde, in August 2023, which allows an opportunity for employees and managers to have a meaningful discussion and complete an exit interview questionnaire. The refreshed process also includes the ability to transfer exit interview data in to eESS to allow reporting and analysis.

An electronic form, mirroring eESS exit interview questionnaire, is available for managers and employees to complete together and to enable a meaningful discussion regarding the employee's experience. A paper form, mirroring eESS exit interview questionnaire is also available as a contingency and for any services with limited access to PCs and/or laptops.

The exit interview page on HR Connect: Employee Exit Interview Process has now been updated providing the link to the electronic form and access to the paper form. Please note, the electronic form should be used where possible.

Stand Against Racism campaign

A new anti-racism staff campaign is being launched across NHSGGC this week.

The Stand Against Racism campaign is based on feedback received from our Black and Minority Ethnic (BME) staff regarding their experience of working in NHSGGC.

Campaign posters feature quotes from NHSGGC staff members and provide routes for two 'calls to action':

- **Report experience of racism** – linking to reporting information and advice
- **Challenge racism** – linking to information on speaking up, how to support colleagues, training opportunities and getting involved.

You can also show your support for the campaign by requesting a poster that can be personalised for your ward, team or service.

For more information, visit the web page at: nhsggc.scot/standagainstracism

Subject Access Requests

As a Data Controller NHSGGC has a legal obligation to comply with Subject Access Requests for the personal data we hold. The Right of Access allows an individual (including staff) to make a request for a copy of any personal data held about them by an organisation. Additional information from the Information Commissioner about the right of access can be found here https://ico.org.uk/right-of-access/.

Each year NHSGGC receives a very high volume of requests from individuals for access to personal data held. The vast majority of requests are received through our Legal Aspects Team for access to medical records held by NHSGGC. Our obligations include ensuring we have processes in place to recognise and manage Subject Access Requests, complying with the requests within a statutory timescale and to provide all information the individual is entitled to receive.

NHSGGC has a Subject Access Policy which covers all aspects of managing requests and can be found here: Information Governance Policies & Privacy Notices (sharepoint.com). It is important to highlight that an individual making a request for data can do so through anyone in the organisation, either in writing or verbally. It is therefore essential that staff recognise when a Subject Access Request has been made and take the appropriate steps to direct that request as quickly as possible to the correct department, as follows:

- Requests for access to medical records should be directed to our Legal Aspects Team at ggc.legalaspectsnorth@nhs.scot

- Requests from a patient or staff member for a copy of their personal data excluding medical records, should be directed to the Information Governance Team at: data.protection@ggc.scot.nhs.uk.

If you are unclear about a Subject Access Request or if you require advice on any other aspects of data protection, including training requirements, please visit our new IG Knowledge Hub here Information Governance Knowledge Hub (sharepoint.com) or contact the Information Governance team on the above email.

Staff are reminded to make sure their personal contact details are up to date on eESS

It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on the website