

NHS Grampian

Privacy notice

Car salary sacrifice scheme

What is happening?

NHS Grampian has partnered with Zenith to provide a car salary sacrifice scheme for its employees. To provide that benefit, NHS Grampian needs to share your name, email address and payroll number with Zenith so you can be verified as a member of staff. If you progress with the salary sacrifice scheme, we also need to process your information to confirm your eligibility to Zenith, to administer the deductions from your salary and report any benefit in kind information to His Majesty's Revenue & Customs (HMRC).

Personal data and special categories of personal data

When you indicate to us that you are interested in the salary sacrifice scheme, NHS Grampian will provide your name, email address and payroll number to Zenith. No other information will be provided at this stage.

When you first create an account in their system you will be asked for this information and Zenith will use that to check you are employed by NHS Grampian.

Zenith will not receive any other information from NHS Grampian at this initial stage.

You will receive no contact from the Zenith unless you choose to access their portal.

If you choose to explore the salary sacrifice scheme and enter your data into Zenith system, you will be required to provide Zenith system with personal data. Zenith will be the data controller for any information you provide to them.

If you are eligible and you choose to proceed with the scheme, Zenith will let us know and we will manage the process of deducting the correct amounts from your salary each month and reimbursing

Zenith. We will also manage the process of reporting any benefit in kind information arising from the salary sacrifice scheme to HMRC. Zenith will not have access to your NHS Grampian payroll information.

No special categories of your data will be processed in the management of this scheme.

Data controller

NHS Grampian remains the data controller for your payroll data. If you choose to participate in the scheme you will have a direct relationship with Zenith and you should satisfy yourself of their terms and conditions, including their privacy information, before proceeding. Zenith will be the data controller for all the information you give them, further to your participation in the scheme. Zenith will also be the data controller for their copy of your name, email address and payroll number once that has been shared.

Lawful processing

NHS Grampian is processing your data for the purposes of providing this benefit in your legitimate interests, in respect of lower cost access to a vehicle, and the legitimate interests of the Health Board in terms of reduced national insurance and pension costs for anyone taking part in the scheme.

As a separate data controller, Zenith has identified its own lawful basis for processing your data and you should consult their privacy information for more details – [Privacy Notice | Zenith - Intelligent Vehicle Solutions](#)

Your rights

If you wish to update, access, erase, or limit or complain about the use of your personal data by NHS Grampian please let our Data Protection Officer know in the first instance by contacting Information Governance - gram.infogovernance@nhs.scot - or 01224 551549.

If you wish to contact Zenith about your data, please contact : nhsgrampian@zenith.co.uk

You may also wish to contact the Information Commissioner's Office - <https://ico.org.uk/your-data-matters/raising-concerns/> or seek to enforce your rights through judicial remedy.

Privacy Notice Version History

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V0.1	20 March 2026