

# Occupational Health Privacy Notice

Occupational Health Solutions Ltd is a medical consultancy that helps employers with issues relating to health, disability and employment. Confidentiality is fundamental to the work of all occupational health practitioners, who are bound by an ethical code of conduct in the same way that they would be in a hospital or general practice. Other members of the occupational health team understand their responsibility to protect sensitive personal information and have given an undertaking that they will do so.

## How do we collect personal information?

We collect personal information (data) about you when an appointment is made for you to see one of our health practitioners. We keep a confidential record of any health-related consultation. The information may be received by post, email, on the telephone or face-to-face. Personal information, including information that relates to your health, is kept in written and computerised records that are confidential.

## What type of information do we collect?

Your occupational health records may include your name, date of birth, next of kin and contact details. We will have details of your employment and employer, as well as details of occupational health medical examinations and consultations. We will also keep records of the advice that has been given to management or HR. Health related information is a special category of data, which means it is more sensitive and needs additional protection.

## What is the lawful basis for collecting and processing this information?

We keep information so that your employer (or prospective employer) can comply with disability and health and safety law, protect the health of employees and ensure that people are fit to do their jobs. These are the legal obligations and legitimate interests of the employer. Our condition for processing your health information (a special category of data) is that it is necessary for the purposes of preventive or occupational medicine and for the assessment of the working capacity of employees.

## Who has access to your information?

You should be aware that occupational health doctors, nurses and physiotherapists work as a team and may share with each other the information that you give to them, unless you ask them not to.

When we provide any information for employers then this is restricted to an opinion on whether or not a person is medically fit to do a particular task and whether any adjustments or restrictions are needed.

If there is ever a need to release any other confidential information then we will always obtain your permission first. Normal medical confidentiality will apply.

## How long will your information be kept?

Sometimes there are legal reasons to retain the information we have obtained for the duration of your employment or longer. In other cases, this is not necessary. If there is no longer a reason to keep your information it will be destroyed.

## How is your information kept secure?

Your information is kept in paper and computerised systems at our premises. These are physically locked and/or protected by passwords and can only be accessed by our healthcare professionals. We have limited control over how you or others send

information to us but, once we have it, we will do our best to ensure its security. If we need to communicate with you or your employer we may do so by post or by password protected email attachment.

### **What are your rights?**

You have a right to be *informed* about the use of your personal information, which is the purpose of this notice.

You have rights to have *access* to the information, to have it put right or made complete (*rectification*), to have it *erased*, to *restrict* what we do with it and to *object* to our reasons for processing. Some of these rights are not absolute and other legal requirements may override them in certain cases. We do not use your information for any kind of automated decision making or profiling and do not share your information with marketing companies.

### **Who can you contact about this?**

If you have any questions or would like access to your information you can write to:

Dr David Shackleton,  
6 Silk House, Park Green, Macclesfield, SK11 7QJ.  
Telephone 01625 430039.  
Email [info@occhealth.co.uk](mailto:info@occhealth.co.uk)

We are Occupational Health Solutions Limited, Registered in England and Wales, number 03583971, registered office: Unit 1, 11 Eagle Parade, Buxton, Derbyshire, SK17 6ED.

**I have read this privacy notice and understand the information that it contains.**

**Signed**

**Name**

**Date**