

Occupational Health Confidentiality Promise

Confidentiality is fundamental to the work of all occupational health staff. Occupational health professionals 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.

We keep a record of the work we do so that the Company can comply with health and safety law, protect the health of employees and ensure that people are fit to do their jobs. Sensitive personal information, which relates to your health, is kept in written and computerised records that are confidential. You should be aware that occupational health doctors, nurses and physiotherapists work as a team and may share the information that you give to them, unless you ask them not to.

Your occupational health records will include details of medical examinations and consultations from the time you joined the company onwards. They will also include advice that has been given to management. When we provide any information for managers then this is restricted to an opinion on whether or not a person is medically fit to do a particular task and whether any modifications or restrictions are necessary. Of course, there is some information that is already known outside the occupational health department for example the reasons for absence that appear on a sick note.

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

As well as complying with the ethical codes of health professionals we also comply with the Data Protection Act 1998. This is one of the reasons for giving you the information in this promise. It also gives us the chance to ask you to sign the agreement below to show that you have seen this information and consent to us keeping your occupational health records in the way we have described.

If you want to see your occupational health records or you want more information about our confidentiality policy then you should contact the manager of your occupational health department.

I have read this confidentiality promise and understand the information that it contains.

I agree to information about me being kept and used in this way.

Signed _____

Name _____

Date _____