**OSSETT OCCUPATIONAL HEALTH LTD**

 **PRIVACY NOTICE**

Ossett Occupational Health Ltd is both Data Controller and Data Processor and committed to protecting the rights of the individual, acknowledging that any personal data handled will be processed in accordance with the Data Protection Act 2018 Part 2: General processing (UK GDPR).

**What Data Will Be Collected**

The following data may be collected, held and shared by Ossett Occupational Health Ltd:

* Personal information (e.g. Name, Address, Date of Birth)
* Characteristics (ethnicity, gender)
* Past and present job roles
* Health information.

**Who It Will Be Collected From**

* Human Resources
* Managers
* Employees
* Other health professionals (e.g. GP, specialist, physio).

**How It Will Be Collected**

* Post
* E mail
* Verbal (Either by telephone or face to face)
* Health Questionnaires
* Health Assessment (e.g. skin or vision assessment).

**Why It Is Collected**

* For the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee.
* To ensure the health and safety of employees at work and to allow consideration of any adjustments that may be required to support their ability to work.
* Data may also be used for research, audit or statistics but will be anonymised if this is the case.

**Lawful Basis For Processing** (from the General Data Protection Regulation)

## 1. Article 6(1) (f)

(f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

**2.** Additional condition for the processing of Special Category Data

## Article 9(2) (h)

(h) Processing is necessary for the purposes of Occupational Medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health and social care or treatment, or the management of health or social care systems and services on the basis of EU or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in in *para 3 (below).*

## Article 9(3)

Personal data may be processed for the purposes referred to in (2)(h) when those data are processed by or under the responsibility of a professional subject to the obligation of professional secrecy under EU or Member State law or rules established by national competent bodies or by another person also subject to an obligation of secrecy under EU or Member State law or rules established by national competent bodies.

**How Long Your Data Will Be Held For**

* Information will be held for 6 years after the date of last contact with the data subject unless there is a recognised clinical need or statutory requirement to retain it for longer. We depend on your employer or yourself to inform us of a change in your employment.
* New employee assessments (Work Health Assessment Questionnaires) will be discarded after 12 months.

**How Your Data Will Be Stored**

* Records are kept mainly in a digital format as part of a structured filing system and in compliance with GDPR. They are accessible only to Occupational Health.
* All medical reports sent out following an Occupational Health Consultation will be password protected.

**Who Your Information Will Be Shared With**

* Information about you will not be shared with third parties without your consent unless the law allows this, or there is a serious risk to life.
* Results of Health Surveillance will be passed on to the employer under Reg. 11 COSHH Regulations 2002 and ACOP 2103 for retention as required by the Health and Safety Executive (HSE).

**Your Rights**

* You have the right to see any information held about you in your Occupational Health Clinical Record. The request should be made in writing and will be responded to within 4 weeks, without charge.
* You can also request that an amendment is attached to it if you believe any of the information held by Occupational Health is inaccurate or misleading.
* You have the right to withdraw consent at any time, for any reason. Please ensure Ossett Occupational Health Ltd has received this information.
* In the case of request for erasure, retention may be lawful (e.g. if required for legal compliance).

**Changes to this Privacy Notice**

Ossett Occupational Health Ltd may update this Privacy Notice as necessary to reflect changes we make and to satisfy legal requirements.