



DATA PROTECTION PRIVACY NOTICE

What information we hold

The information we hold about you is kept to a minimum and details only what is required to allow us to carry out health assessments and maintain adequate records required by the General Medical Council and other authorities.

We may hold the following information about you:

- Details about you such as your name, telephone number(s), e-mail and/or address;
- Details of your employer and job (if relevant);
- Details of your general practitioner (if relevant);
- Details including medical history, medication and clinical observations of any medicals or health assessments that we carry out;
- Information from other bodies such as your employer, general practitioner or other professionals where this has been provided to enable assessments to be made of your medical fitness or any appropriate adaptations to your employment.

Why we hold your personal information

Occupational health 1st clinical staff maintain personal information about you to meet statutory requirements and guidelines, and to enable us to keep an accurate record of contacts that we have had with you for medical or other health assessments. Maintaining health and occupational health data is included in one of the conditions for processing special category data.

What is the legal basis for processing the data?

The information collected by the Occupational Health 1st is classed as Special Category Data under the GDPR regulations as it is more sensitive than other forms of personal data. In order to process Special Category Data, we must have a Lawful Basis under Category 6 and a separate Condition under Article 9

Article 9 (2) condition (h) states:

“Processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional.

We are processing your data on the following Lawful Basis:



It is necessary to process your health data in order to enable you to comply with your contract of employment. It is necessary to enable your employer to comply with legal obligations under the Health and Safety at Work etc Act 1974, to protect your health and safety at work as far as is reasonably practicable. It is necessary to protect the vital interests of you and your colleagues.

Legislation requires certain occupational health records to be kept for periods of up to 40 years in some cases. The Private and Voluntary Health Care (England) Regulations 2001, Schedule 3, lays down minimum periods for the retention of private records which for our purposes, is at least 8 years from the date of the last entry.

Maintaining confidentiality of your records

Our medical records are kept on a central server in the EU hosted by Tresorit to ensure security of the data.

We do not share information we hold about you with any other organisations without your expressed consent. Very rarely we may need to override this, following General Medical Council guidance where there is a legal requirement or significant risk to others; but would normally seek your consent to do this first.

Access to personal information

You have a right to request access, to view or to obtain copies of what information we hold about you and to have it amended should it be inaccurate. You may also request that information is deleted, but there are some circumstances where we are required to keep records so will not be able to comply with this. You can request this information using any of the contact details below.

We will respond to your request within one month. We may need to request additional information to establish your identity including date of birth, address, and any contact details that we hold to ensure that others are not trying to access your data.

Raising concerns

If you have any concerns about the data we hold about you or how we use and process that data, please contact our data protection officer in the first instance (see contact details). If you are still not satisfied you may contact the Information Commissioner's Office.

Occupational Health 1st is registered with the ICO (registration number Z3133897)



Contact details

Write to us at:	OH1 st , 24 Springfield Way Fareham PO14 2RG
e-mail us at:	admin@occupationalhealth1st.co.uk
Call us on:	01329 556551
Name of data protection officer:	Steven Beards
Information Commissioner	0303 123 1113 https://ico.org.uk/concerns/