

Occupational Health Privacy Notice

This privacy notice explains how Whittington Health Occupational Health Service collects, uses and shares (or "processes") personal data of staff (including workers such as bank staff), prospective staff (i.e. job applicants) contractors and service users, and your rights in relation to the personal data we hold.

From 25 May 2018, Occupational Health Service shall process your personal data in accordance with the General Data Protection Regulations (GDPR).

1. Personal information we hold about you

We may collect and process the following data about you:

- Name
- Contact details
- Date of birth
- Directorate/ICSU and department/department affiliation
- Employment start and leaving dates
- Job title
- Information supplied by you through questionnaire, email, telephone or face to face consultation.
 - Health /medical history
 - Lifestyle information and social circumstances;
 - Your interests and extra-curricular activities;
 - Racial information which may be relevant to clinical assessments (e.g. lung function)
- Information supplied by your line manager which may include information such as attendance history, medical information.
- Medical information supplied by your GP/ Specialist with your consent.

2. How we collect personal information about you

We collect most of the personal information we hold about you:

- From you via paper health/electronic questionnaires
- From your line manager through referral questionnaires
- In the course of providing clinical services to you (e.g. vaccination history, blood test results, Lung function test, GP reports)

3. How we use the information we hold about you and the legal basis for processing your data under GDPR

We need the information listed above (see Information we hold about you) primarily to allow us to perform our contract with you. We will process your data to enable us to meet our commitment to you e.g. protecting and promoting your health at work, fulfilling our responsibility for the health assessment, advising on the management of work-related health problems and health problems which may be affected by work.

We use the information we hold about you:

- Ascertain your fitness to undertake work where there is an established fitness standard.
- Establish baseline health records where you may be working with substances and agents which have the potential to cause disease.
- Monitor your health if you continue to be exposed to workplace allergens or substances which may cause disease.
- Monitor your hearing if you are exposed to noise at work in line with the Noise at Work Regulations.
- Oversee the monitoring your health if you are exposed to Ionising Radiation Sources
- Advise on the management of accidents and exposures in the course of your work.
- Provide advice and support to you in the management of a work-related health problem or health problem that affects you at work.
- Within the established practice of medical confidentiality provide advice to your line manager on the management of work related health problems or health problems that may affect you at work.

Change of purpose:

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, your explicit consent will be sought prior to processing.

We may process your personal information without your knowledge or consent, in accordance with the regulations that apply to:

- 6(1)(e) of The General Data Protection Regulation 2016 (GDPR) & Data Protection Act 2018 (DPA18)

Some of the data held about you may be defined as 'special category' data under the GDPR & DPA18 (e.g. health data for employment purposes) and will be processed in accordance with the regulations that apply to:

- 9(2)(b) of The General Data Protection Regulation 2016 (GDPR) & Data Protection Act 2018 (DPA18)

4. Who we share your information with

In line with the principles of medical confidentiality no medical information (diagnosis, results of tests etc.) is shared without your informed consent (permission). This is a professional requirement separate to any requirements of data protection legislation.

Where specific health assessment processes are undertaken, information on the outcome of such assessments is shared internally to nominated individuals who have a business need to know.

All pathology is undertaken by an accredited external laboratory who are GDPR compliant.

Referrals to NHS Specialist's, Employee Assistance Program or Independent Practitioners are not made without consultation with service users and only with their agreement.

We have no electronic interface with NHS record keeping systems.

Occupational Health Records are archived using a third party electronic document management system.

We may in exceptional circumstances process your personal data because it is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the workplace and we have to share your personal data in order to ensure you receive appropriate medical attention.

5. Information security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

6. Your rights as a data subject

You have the right to:

- withdraw consent where that is the legal basis of our processing
- access your personal data that we process, see Access to the Information we hold about you
- rectify inaccuracies in personal data that we hold about you
- be forgotten i.e. for your details to be removed from systems that we use to process your personal data
- restrict the processing of your data in certain ways
- obtain a copy of your data in a commonly used electronic form
- object to certain processing of your personal data by us

For further information see the [Information Commissioner's Office](#) or contact Whittington Health's Data Protection Officer.

You have a right to complain to the [Information Commissioner's Office](#) about the way in which we process your personal data.

7. How long we keep your information for

Your information is stored in line with national guidance and retention schedules.

Anonymous data from surveys and feedback exercises may be retained for a longer period to aid year on year comparisons.

8. Access to the information we hold about you

If you wish to have access to information from your Occupational Health record you may do so by requesting a copy of your Immunisation report directly from Occupational Health at whh-tr.OccupationalHealthTynemouth@nhs.net.

9. Data Protection Officer

You can contact the Data Protection Officer at InformationGovernance.Whitthealth@nhs.net or at Whittington Hospital, Highgate Wing Level 5, Information Governance Dept, Magdala Avenue, London, N19 5NF.

10. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Occupational Health & Wellbeing Service
Whittington Health
The Old Police House
Magdala Avenue
London
N19 5NF

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