



Roxton Occupational Health Limited

Privacy Notice

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Roxton Occupational Health Limited

PRIVACY NOTICE

Contents	Page
0. Revision log	2
1. How we use your personal information	3
2. How we maintain the confidentiality of your records	3
3. Who we can share your information with	3
4. Access to personal information	4
5. Permission to store and process your data	4
6. Change of details	4
7. Notification	4
8. The Data Controller	4
9. Complaints	5

Revision Log

<u>Rev. No.</u>	<u>Issue Date</u>	<u>Details</u>
1	20/02/2023	New document

1. How we use your personal information

This Privacy Notice explains why Roxton Occupational Health Limited (“ROHL”) collects information about you and how that information may be used.

Occupational Health (“OH”) professionals who provide you with OH services maintain records about your health and any treatment or care you have received previously. These records are used to help provide you with the best possible support.

OH records may be electronic, paper, or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records we may hold about you may include the following information:

- Details about you, such as your name, address, legal representatives, next of kin and emergency contact details;
- Any contact that ROHL has had with you, such as medical appointments, clinic visits, vaccinations, etc.;
- Notes and reports about your health, including, where relevant, details of any treatment or care you have received;
- Results of medical investigations such as laboratory tests, X-rays, etc.;
- Relevant information from other health professionals, relatives or those who care for you.

2. How we maintain the confidentiality of your records

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- General Data Protection Regulation 2016 (“GDPR”)
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality, Information Security and Records Management
- Information: To Share or Not to Share Review
- Control of Substances Hazardous to Health Regulations 2002 (reg 11)

We will not disclose your information to any third party without your permission unless there are exceptional circumstances where the law requires information to be passed on.

3. Who we can share your information with

We may have to share your information with your employer, your GP/consultant, or another OH service provider, subject to strict agreements on how it will be used. You will be asked for explicit consent for this to happen when this is required.

4. Access to personal information

You have a right under the GDPR to request access to view or to obtain copies of the information ROHL holds about you and to have it amended if it is inaccurate. To request this, you need to do the following:

- Your request can be made verbally or in writing;
- There may be a charge to have a printed copy of the information held about you;
- We are required to respond to you within one month;
- You will need to give adequate information (full name, address, date of birth, and details of your request) so that your identity can be verified and your records located.

5. Permission to store and process your data

Under the GDPR we must ask for your permission to store and process your personal and sensitive data for delivering OH services to you as a client. You will be asked to give your informed consent for this when completing ROHL medical forms. By giving this consent, you agree that ROHL can collect, process, and retain this information in accordance with the GDPR. ROHL will only use this information for lawful purposes as permitted by the Regulation.

This data is entirely confidential to Roxton Occupational Health Limited and will not be revealed to anyone else, either inside or outside the Company unless with your consent. However, generalised advice on your fitness to work will be given to your employer.

6. Change of details

It is important that you tell ROHL if any of your details such as your name or address have changed or are incorrect in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

7. Notification

The GDPR requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

This information is publicly available on the Information Commissioners Office website www.ico.org.uk

ROHL is registered with the Information Commissioners Office (ICO).

8. The Data Controller

The Data Controller responsible for keeping your information secure and confidential is:

Roxton Occupational Health Limited

9. Complaints

Should you have any concerns about how your information is managed by ROHL please contact the Company Secretary the following address:

Roxton Occupational Health Limited

Pilgrim Primary Care Centre

Pelham Road

Immingham

North East Lincolnshire

DN40 1JW

If you are still unhappy following a review by ROHL you can then complain to the Information Commissioners Office (ICO). www.ico.org.uk, casework@ico.org.uk, telephone: 0303 123 1113 (local rate) or 01625 545 745.

This Policy has been approved and authorised by:

Name: NAOMI PERRY

Position: DIRECTOR

Date Issued: 20/02/2023

Next Review Due: 20/02/2026

Signature:

