**Why we collect your information?**

As a proactive occupational health service, we aim to provide you with the highest quality care. To do this we must keep records about you, your health care and record of advice we provide along with personal and health information that you have given us or we have access to. These records may include:

* Personal information about you such as address, date of birth, next of kin,
* Characteristics, eg gender, ethnicity
* Past and present job roles
* Health information
* Contact we have had with you such as clinical visits, emails or letters
* Results of laboratory tests and immunisation history

It will be collected from:

* The Human Resource team
* Managers
* Employees
* Other health professionals such as physiotherapists, General Practitioners, specialists etc.

How it will be collected:

* Post
* Email
* Verbal – either by telephone or face to face
* Pre workplace health assessment forms
* Health assessments
* Pathology and other reports

We will get your consent to communicate with managers and human resources when you are referred to us and we are required to write back:

* Discuss with you what we are going to record about you
* Give you a copy of the reports that we are writing about you
* Show you what we have recorded about you on request.

**How your records are used?**

The occupational health staff sign a confidentiality agreement. They use your records to:

* Provide a basis of decisions relating to the assessment of your health at work made in consultation with you and other staff as appropriate
* Deliver safe, effective and appropriate occupational health care to you
* Work effectively with others to make sure that your working environment is healthier for you.

Other staff in occupational health may also need to use records about you to:

* Check the quality of health care (such as clinical audit)
* Protect the health of you, your colleagues and patients for example when doing contact tracing in the event of an infection outbreak
* Help investigate any concerns or complaints
* Teach OH health staff
* Make appointments
* Help with research

Some information will be held centrally to be used for statistical purposes. In these instances we take strict measures to ensure that individual patients cannot be identified.

We use anonymous information, wherever possible, but on occasions we may use personal identifiable information for essential NHS purposes such as research and auditing. However this information will not be shared and will only be used with your consent unless the law requires us to pass on the information.

**You have the right**

You have the right to confidentiality under the GDPR that is specific for data protection, the Human Rights act and the common law of duty of confidence.

You have the right to withdraw consent at any time but you need to be aware that managers will take action based on the information that they have without the benefit of OH advice.

You also have the right to ask for a copy of all records about you and you will not be charged a fee unless you repeatedly ask for copies of your file.

* Your request must be made in writing to us either electronically or by post
* You have the right to view the records without obtaining a copy
* You have the right to obtain a copy of the records
* You have the right to request that information in an intelligible format with medical abbreviations explained
* You will be required to provide ID before any information is released to you.
* You will need to give adequate information for example full name address, date of birth,
* We are required to respond to you within one month

If you think anything is inaccurate or incorrect please inform the occupational health department.

**How we keep your records confidential?**

Everyone working for the Occupational Health Department and NHS has a legal duty to keep information about you confidential

We have a duty to

* Maintain full and accurate records of the care we provide to you
* Keep records confidential and secure
* Provide information in a format that is accessible to you

We will not share information that identifies you for any reason unless

* You ask us to do so
* We ask and you give us consent
* We have to do this by law such as the outcome of health surveillance or via a court order/Subpoena
* We have special permission because the interests of the public are thought to be of greater importance than your confidentiality – for example if you had a serious medical condition that may put others that you had come into contact with at risk

**Why do we process your data?**

The legal basis is set out in GDPR, Article 6e for processing your data as it is necessary for the effective performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller (the Head of occupational health). For processing Special category data (GDPR, Article 9h) for the purposes of preventive 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 social care systems and services is based on European Union or Member State law or pursuant to contact with a health professional and subject to the conditions and safeguards in paragraph 3.

**How long will my data are held for?**

* Information will be held for 8 years after leaving employment or 75 years of age whichever is soonest as recommended by the British Medical Association
* Health surveillance records will be retained for 40 years.
* New employee assessment will be discarded after 2 years if the offer of the employment is not taken up.

How will your data be stored?

* Records are kept mainly electronically as part of a structured record keeping system and our electronic records are operated from a system called Cohort that is hosted securely. They are accessible by occupational health only.
* Old records are kept mainly on paper as part of a structured filing system and are stored in accordance with NHS guidance on record keeping systems.



**How we use your health records and personal information**

**The Occupational Health Service**

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