

Privacy Notice (How we use your information)

Employee Healthcare Unit

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity and disability)
- Medical information (such as health surveillance assessments, medical assessments)

Why we collect and hold this information

We use this personal data in order to:

- Provide you with an occupational health service;
- Provide you with the support you need to perform your roles in relation to your health;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about you under the General Data Protection Regulation:

Article 6(1) (c) legal obligation, (e) public task

Article 9(2) (h) preventative or occupational medicine

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will store the following documents for the periods stated in order to comply with statutory requirements and legal claims/complaints

Pension files – 6 + 1 year (past date of leaving employment)

External Contracts – 6 + 1 year (after end of contract)

Health records – 60 years (past date of leaving employment)

LGV medicals – 60 years (past date of leaving employment)

Medical records – 6 + 1 year (past date of leaving employment)

Pre-placement health assessments 1 year (past assessment date)

Physiotherapy – 6 + 1 year (past date of leaving employment)

Counselling records – 6 + 1 year (past date of last appointment)

Who we share this information with

Information that can identify an individual will only be shared with regulatory bodies who have legal rights of access such as the Health and Safety Executive or with other individuals or bodies where the individual has given express consent for this to be disclosed.

Medical and Personal Information:

Associates and Third Party Suppliers such as Counsellors, Physiotherapists, Podiatrists, Occupational Health Specialist such as Physicians, Consultants, Laboratories and other allied Medical Professionals.

Statistical information

We routinely share this information with:

- Other services within Kirklees Council such as HR , service Managers
- Traded Services Customers i.e. Internal or external customers who receive the supply of Occupational Health services.
- National government department e.g. NHS, Public Health England

Why we share this information

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact: **John Caffrey – Clinical Lead**

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.