

Spirit Occupational Health Service Ltd is committed to ensuring the protection, confidentiality and privacy of information entrusted to us by any individual and to ensure the data we hold is secure at all times

1. Data Protection and Confidentiality is a fundamental aspect of our ethical codes of conduct and is central to our relationships with our employees, customers and their employees. **Spirit Occupational Health Service Ltd** will not only comply with the requirements of the current Data Protection legislation, but additionally meet all our ethical and professional bodies' guidelines/codes of practice (NMC and GMC) regarding privacy and confidentiality.

2. Information held on our customers' employees include both personal and sensitive data including name, date of birth, address, limited employment data and information regarding their health (collected during health surveillance appointments). This information has been supplied to the OH Service by the customer/employee themselves or their GP/Specialist directly following informed consent. It will only ever be used for the purposes of providing occupational health services and will not be shared with any third parties for any other activity. We will not process any data shared with us by employees and customers without their consent.

3. Records held by **Spirit Occupational Health Service Ltd** are audited as part of our clinical governance protocols, with consent but any outcomes will be anonymous and not contain any identifiable information.

4. Our commitment to you with regard to your data:

- We will process your data lawfully, fairly and in a transparent manner, ensuring we only collect the data for specific, explicit and legitimate purposes
- We will inform you of what information we are processing about you, and will never use it for any other purposes, such as marketing etc.
- We will ensure the data is relevant, adequate and limited to what we need to know to assess your fitness for work or wellbeing
- We will endeavour to ensure the data is accurate and, where necessary, kept up to date
- We will process it in a manner that ensures suitable and sufficient security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
- We will not hold the data for longer than necessary - Generally occupational health data is kept for a period of 8 years after the last annotation, however for statutory documents (such as health surveillance records) we will need to keep them for up to 40 or 50 years, depending on which type of record they are
- **Spirit Occupational Health Service** will not transfer any of your data outside the United Kingdom or EEA.
- For all storing, processing and sharing of data, an individual's consent has to be freely given, specifically, be informed and an unambiguous indication of the individual's wishes and we will respect this. Individuals have a right to withdraw consent at any time
- An individual has the right to have inaccuracies amended. Any factual inaccuracies will be amended promptly and the information noted on the case. This right does not however include an individual's right to have 'clinical opinions' amended, this remains the decision of the clinical author of the document.

5 . Subject Access Requests

Individuals may request copies of their occupational health records or parts thereof, at any time. These requests are known as subject access requests (SARs) and must be made to Marie Hickinbotham SCPHN info@spiritoccupationalhealth.co.uk; . If an individual wants access to their occupational health records, the request must be made in writing containing a signature, (if in letter form); Alternatively a letter or e mail must include: **Full name and Title (Miss/Mrs/Ms/Mr) - Date of birth - Current address – Employer - Reason for request**. If we receive the request, we may make an additional security checks to ensure you are who you say you are. This is designed to protect your information. The aim is to deal with your request free of charge and without delay (within one month), but will be extended to two months if complex.

6. If the request comes from a third party, such as a solicitor, then it is essential that we have the following information as requested in paragraph 5 above **included along with a signed/dated consent form from the individual** which expressly requests their occupational health records from **Spirit Occupational Health Service and must contain the words 'I consent to the release ...'**; (Please do not ask for the occupational health records from their company as these records will only be the *surveillance reports* which the company hold and not our full/exert of records requested). If we receive a request from a third party, we may contact you to verify that the request is legitimate and you have asked them to request the data.