

HOW THE ROBENS CENTRE MANAGES PERSONAL DATA

1. What information do we hold?

The Robens Centre for Occupational Health and Safety (the Robens), an enterprise unit of the University of Surrey, holds and processes personal data and sensitive personal and medical data for the purpose of providing an Occupational Health (OH) service to its clients and the staff in their employment who are defined as data subjects under the Data Protection Act 1998. This information is normally initially provided to the Robens via:

- Post-Offer Health Questionnaire (also known as New Starter or Pre-Employment Health Questionnaires)
- Management referrals from the employer regarding a health issue
- Health surveillance in respect of the job role and exposure to a Health and Safety Executive (HSE) identified or potential recognised risk at work
- Travel health vaccinations obtained in relation to work based travel

Personal Data

Personal data is data relating to a living individual who can be identified from that information or from that data and other information in the Robens possession (for example: name, address, telephone number). It can also include professional medical opinions about an individual.

Sensitive Personal Data

Sensitive data relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life, criminal convictions. Data concerning disability is classed as sensitive data.

2. Why do we process personal data?

The Robens needs to process personal data about its clients' staff for a number of purposes relating to fitness for work:

- Managing post offer health assessments for clients to assess adjustments required under the Equality Act 2010, 'fitness to work' for specific job roles against a job specification, assessment of 'fitness to practice' required by health care, medical and teaching professions
- Managing OH management or self-referrals for the purpose of assessing fitness for work, including reasonable adjustments
- Provision of wellbeing and support services
- General provision of OH and wellbeing services to individuals
- Managing health surveillance for our clients

3. How do we use your information?

General Principles

The Robens will process your information in accordance with the [Data Protection Act](#) 1998 and its own Data Protection Policy. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely, be adequate, relevant and not excessive, be kept accurate and up to date, held only as long as necessary and not disclosed to any third party unlawfully.

Any breach of the Data Protection Act 1998 or the [University of Surrey Data Protection Policy](#) is considered to be an offence and, in that event, the University disciplinary procedures will apply.

How do we use your information within the Robens?

Within the Robens personal data may be shared between colleagues who legitimately need the information to carry out their duties in the provision of OH services to its clients.

4. How do we share your data with third parties?

Where personal information needs to be shared with other health practitioners as part of a health assessment the individual's explicit consent in writing is sought.

However, there may be circumstances where information is shared without consent. This will only be if:

- Disclosure is necessary to protect the individual's vital interest; for example in medical emergency situations
- Disclosure is required by a Court Order
- Disclosure is necessary to assist the Robens obtain legal advice
- Regarding an HSE reportable incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where legislation requires employers and OH to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses)

Sensitive Personal Data

The Robens may be required to pass on OH records to a new OH provider as the result of a contractual change in supplier. The process will be managed by the contract holder. There is no legal obligation on employers to inform individual members of staff or ex-staff staff of the transfer of OH records or seek an opt-in from individuals. However, it is seen as best practice to do so and offer current staff a 'by exception' opt-out to exclude records transfer.

5. Your rights in relation to your data

You have certain rights with respect to the data held about you by the Robens. You can make a written request to obtain access to the data held about you by the Robens, subject to certain exemptions. This is called a Subject Access Request.

You also have the right to have errors and omissions corrected or out of date or irrelevant information removed.

Initial enquiries can be emailed to Freedomofinformation@surrey.ac.uk A fee of £10 may be payable before your request can be acted upon.

Day-to-day requests for information and corrections can be taken up with the Robens directly and copies of reports and vaccination records are also available. These may be charged for and will only be released in line with the Robens policy.

You also have the right to object to processing likely to cause damage or distress. To exercise this right you must put your objection to the processing in writing and be able to show that our processing is causing you unwarranted and substantial damage and distress.

How to contact us

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and Safety**

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