

Occupational Health Privacy Notice

The Robens Centre for Occupational Health and Safety (the Robens) is committed to protecting the rights of the individual. The Robens acknowledges that any personal data of yours that we handle will be processed in accordance with data protection legislation.

With regard to your data the Robens is acting as the 'data processor' for your personal data including:

- Personal information (name, address, date of birth)
- Your personal characteristics (gender, ethnicity)
- Past and present job roles

In addition the Robens is acting as the 'data controller' for information we have gathered from you and particularly for special category data such as:

- Data about your health obtained during a consultation or screening activity

What we do with data

The Robens receives your personal data by email, post, verbally or via on-line systems and this is provided to us by you (during a consultation) and/or by third parties e.g. your employer, other health professionals.

The Robens takes its obligations for data handling very seriously and it is therefore important for you to know that the lawful basis for us processing your personal data is that: "Processing is necessary for the purposes of the legitimate interests of the Robens or a third party. These purposes will never override your personal interests, fundamental rights and freedoms which require protection of your personal data"

In addition for your special category data:

"Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of working capacity of the employee, medical diagnosis, and provision of health care or treatment."

The data we process or control will be used to make assessment of your health and advise your employer about your fitness for work. As such the occupational health advice, based on your health data, will be shared with your employer, this is usually but not limited to the Human Resources department and your manager. The medical detail of the data you provide will not be shared except with your consent.

In some circumstances we may anonymise or pseudonymise the personal data so that it can no longer be associated to an individual, in which case we may use it without further notice to you.

Your rights

Under data protection legislation you have the right to know that:

- Only people who have explicit authorisation and need will access your data
- We will not share your data with third parties without your consent
- Your data, in the form of an electronic and/or hard copy health record, will be stored securely in the UK and for the minimum amount of time required. This is typically 6 years from the date you leave your employer, last attended the Robens or you reach the age of 75 years, whichever is the later. Exceptions to this will be:
 - Pre Placement or Post Offer Health Assessments – held for 2 years from the date of processing (if not forming part of the health record)
 - Where there is a statutory need to hold the data for longer e.g. health or medical surveillance assessments
- You may withdraw your consent to the Robens processing your data at anytime
- You may access your data via a Subject Access Request at any time
- You may request that your data is modified if incorrect
- You may request that your data is erased from our files, unless special conditions apply

If you wish to contact the Robens to discuss your data privacy please email info@rcohs.co.uk , call 01483 686690 during office hours or write to us at:

4, Huxley Road
Surrey Research Park
Guildford
Surrey
GU2 7RE

As an enterprise unit of the University of Surrey our named Data Protection Officer is Suzie Mereweather and she can be contacted on dataprotection@surrey.ac.uk

Should you wish to contact the Information Commissioners Office their details can be accessed at <https://ico.org.uk/concerns/> or call 0303 123 1113