

Privacy Notice Travel – updated May 2018

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 both the 'data controller' and the 'data processor' for your personal data including:

- Personal information (name, address, date of birth)
- Your personal characteristics (gender, ethnicity)
- Past and present travel activities
- Data about your health obtained during a consultation or screening activity

What we do with data

The Robens usually receives your personal data from you, a close associate or family member directly by telephone when you book appointment(s) and/or in writing during a consultation. Occasionally you may provide us with data via email or online systems.

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 (clinical information):

“Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of medical diagnosis, and provision of health care or treatment.”

The data you provide will be used for the Robens to assess your health and provide appropriate treatment to you, in the case of travel clinic attendance. This data will not be shared with any other person except with your explicit consent

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 last attended the Robens. Exceptions to this will be:
 - Data related to Yellow Fever vaccination which will be kept indefinitely to ensure replacement certificates can be provided if necessary
- 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 Mr James Newby and he 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