

OCCUPATIONAL HEALTH SERVICE PRIVACY STATEMENT

*HOW WE MANAGE AND USE YOUR
PERSONAL DATA?*

Patient Information Leaflet

Occupational Health Service Privacy Statement – How do we manage and use your Personal Data?

Stockport NHS Foundation Trust Occupational Health Service is an Occupational Health provider and we are responsible for safeguarding the privacy of your information. We comply fully with the General Data Protection Regulation for information within our control. This Privacy Statement provides information about the type of data we collect and how it is managed. Having read this document, if you have any further questions, you can speak with a clinical staff member or contact our Data Protection Officer.

What data do we process?

In order for us to provide Occupational Health services to patients, personal and often sensitive medical information needs to be obtained.

Information we receive from your employer

To begin the process of offering an appointment for employees, the employer will need to provide details about you and the basis of the referral. This will usually include your name, date of birth, address, telephone number, job details and a description of the problem and any issues they would like advice on. This can include sensitive information that the employer is in possession of such as reasons for sickness absence or medical treatments being taken. We recommend that the employer discuss your referral and the information to be provided with you before it is sent to us.

Information obtained during your consultation

All of our consultations are with clinical OH staff, who all have well-established professional obligations to maintain confidentiality. Our administrative staff who have role in delivering the service and supporting the clinical activity have similar obligations. Without this, we would not be able to provide effective care to our patients.

Your consent to us collecting personal, sensitive information and to proceed with a consultation is necessary before we can undertake a consultation with you. It would not be possible for us to provide an Occupational Health assessment without keeping a clinical record as this is a professional requirement for registered practitioners. Consent for us to process personal sensitive medical information is not consent for us to write to anyone else, including your employer – see section below.

Working with other OH services

We work with other NHS OH services in providing services across the Northwest region. We share occupational health information to ensure we provide a timely and safe OH service whether you meet with us here or at the other OPH sites that we work with.

Audit and Service Review

To assist us in improving our service and ensure good governance we undertake audit and service review. So that the people whom the data describe remain anonymous we remove personally identifiable information from data sets.

Third Country Processing

Your data is not transferred to other countries.

Retention periods for your data

Most OH records that involve OH consultation will be kept for 10 years from the date of leaving the employer or if that is not known to us from the date of last entry. This is a generally accepted timescale.

Health Surveillance records (such as hearing and breathing tests) should be kept for 40 years. This is because sometimes industrial diseases can develop later in life so such records should be retained. This is a recommendation from the Health & Safety Executive. Most of the records we hold are not Health Surveillance records.

Rights of Individuals

The GDPR legislation has strengthened the rights of individuals regarding data about them.

These rights are outlined below:

Right to be informed

This Privacy Notice is one of the ways we make sure you are informed about the sensitive personal information we collect.

Right of access

You have the right of access to personal data we hold about you. If you would like access, please contact the Data Controller. We will ascertain your identity and then forward you the requested data as soon as possible. We do not normally make any charges for providing this information.

Right to rectification

If you feel that information, we hold is inaccurate or incomplete, please contact the Data Controller. We will review the area you would like rectified and if this is appropriate, we will make the change. If we do not agree to the change, you have the right to complain to the Information Commissioner.

Right to erasure

If you would like us to consider erasing the personal information we hold about you, please contact the Data Controller. Your request will be passed to the Data Protection Officer who will want to discuss this with you. Sometimes Occupational Health records form important medicolegal documents for the exercise or defence of legal claims, such as with Health Surveillance records where such assessment is a statutory requirement. In such cases, we may not be able to agree to the erasure of your personal information.

Right to restrict processing

Once your personal information has been obtained, you have the right to restrict further processing. This means there will be no more activity involving your data other than it being still held by us. This might arise if you did not wish to have any further OH involvement as we require consent to provide OH advice.

Portability of information upon change of OH Provider

If there is to be a change of Occupational Health provider by your employer, Stockport NHS OH would seek evidence of consent for the transfer of your OH records to the new provider. We would also need to be satisfied that the new OH provider had reasonable arrangements in place for the safe storage of that data before we would transfer it. If you did not want your information to be transferred to another OH provider, you should state this if a notification of change of provider occurs within your organisation.

What if you are not happy with how we are processing your information?

If you are not happy with any aspect of our information management, please consider contacting the OH Data Protection Lead or the Trust Data Protection Officer for our Organisation and we will manage this as a complaint. You also have the right to complain to the Information Commissioner's Office (ICO).

Contractual Requirements

It is not possible for doctors and nurses to provide Occupational Health services without personal sensitive information being processed by us. It is a contractual requirement between Stockport NHS Foundation Trust OH and any referring party, such as your employer, that without the consent of individuals, we cannot provide OH advice for individual cases. Clinicians need to be satisfied that the individual consents to our process of OH assessment and advice, including the processing of sensitive personal information, and without such consent, we cannot provide the clinical service. The consequence of not providing consent for the processing of personal sensitive data is that the individual and the employer will not have access to our Occupational Health advice. This in turn may mean health risks are not minimised and harm could arise to both parties.

If you have any further questions, we would be pleased to help. Contact us on 0161 419 5491 or speak to your OH Professional. You can also ask to speak to the Data Protection Officer.

OH Data Protection Lead / Data Controller - Dr Donald Menzies 0161 419 5491

Trust Data Protection Officer - Mr Khaja Hussain 0161 419 5295

If you would like this leaflet in a different format, for example, in large print, or on audiotape, or for people with learning disabilities, please contact:

Patient and Customer Services, Poplar Suite, Stepping Hill Hospital. Tel: 0161 419 5678.

Email: PCS@stockport.nhs.uk.

A free interpreting service is available, if you need help with this booklet/ leaflet. Please telephone Stockport Interpreting Unit on 0161 477 9000.
Email: eds.admin@stockport.gov.uk

如果你需要他人為你解釋這小冊子/單張的內容，我們可以提供免費的傳譯服務，請致電 0161 477 9000 史托波特傳譯部。

W przypadku gdybyś potrzebował pomocy odnośnie tej broszurki/ulotki, dostępne są usługi tłumaczeniowe. Prosimy dzwonić do Interpreting Unit pod numer 0161 477 9000.

यदि এই पुस्तिका/प्रचार पत्रटि सम्पर्के आपनार कोन साहाय्य दरकार ह्य तबे बिना खरचे आपनार जन्य दोताषीर व्यवस्था करा हते पारे। मेहेरबानी करे स्टकपोर्ट इन्टरप्रिटींग इयुनिटे फोन करन टेलिफोन नम्बर, 0161 477 9000.

اگر آپ کو اس کتابچے/لیفلٹ کے بارے میں مدد کی ضرورت ہے تو مفت ترجمانی کی سروس دستیاب ہے۔ براہ مہربانی انٹرپرائزنگ یونٹ کو 0161 477 9000 پر فون کریں۔

شما میتوانید از خدمات ترجمہ رایگان استفاده کنید و در صورت احتیاج به ترجمہ ی این نشریہ به طور حظوری با شماره تلفن 0161 4779000 اداره ترجمہ تماس بگیریید

تنوفر خدمة ترجمة شفوية اذا تطلبت مساعدة في فهم هذا الكتيب/النشرة. نرجو الاتصال اربن رينيول على رقم الهاتف: 0161 477 9000

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