



Privacy Statement

Introduction

This privacy statement sets out what you can expect of Fit2Work Ltd as both the Data Controller and Data Processor. We are committed to how we look after and process your data and information. Fit2work Ltd will protect the rights of the individual and acknowledge that any personal data of yours that we handle will be processed in accordance with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulations (GDPR) 2018.

Fit2Work Ltd is registered with the Information Commissioner's Office (Z9212392)

Why do we need to collect your data?

- For the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee. To ensure the health and safety of the employees at work and to allow consideration of any reasonable adjustments that may be required to support their ability to work.
- Data may also be used for research, audit or statistics but will be anonymised if this is the case.

How long will data be held for?

- Management referral information will be held for 6 years after the employee has left their job or 75 years of age (whichever is soonest) as recommended by the British Medical Association (BMA)
- Pre placement medicals will be discarded after 2 years if the employee doesn't take up the offer of the job.
- Health records relating to Health Surveillance will be held for a period of 40 years from the date of last entry, which is a requirement under Health and Safety Legislation.

What Data will be collected?

The following data maybe collected, held and shared (consent obtained) by Fit2Work Ltd:-

- Personal information (e.g. Full Name, Address, Date of Birth, telephone number, work and personal email addresses)
- Characteristics (ethnicity, gender)
- Past and present Job roles
- Health Records (details of medical/health assessments)
- Reports that have been provided by Fit2Work Ltd and other relevant organisations in relation to your occupational health assessment.

What do we do with your data?

- Arrange and book appointments.
- Contact you if we need to alter an appointment.
- Contact you to undertake a telephone consultation.
- To verify that we are speaking to the correct person.

Depending on the nature of your job, your health records may be used to:-

- Determine your fitness to work.



- Assess if you require any reasonable adjustments as a result of a health condition.
- To establish any risks in the workplace that may adversely affect your health.
- To provide information about your fitness to work to your employer.

Who will it be collected from

- Human Resources.
- Managers.
- Tertiary health care professional i.e. physiotherapists, occupational hygienists.
- Employees.
- Occupational Health Physicians.
- GP's

How will it be collected?

- Post
- E mail
- Verbally

Lawful Basis for processing the information

- Article 9(2)(h) and Article 9(3) specifically authorises the processing of data under circumstances where this is "*necessary for the purposes of Occupational Medicine and processed by a regulated health professional*"

How will the data be stored?

- Your records will be stored in accordance with Fit2Work Ltd medical records storage policy, Data Protection Act 1998 and the new General Data Protection Regulations (GDPR) 2018.

Who will my information be shared with?

- We will not share information about you with third parties without your consent unless the law allows us to.
- To ensure effective management of your health at work it may be necessary to share your information with the Fit2Work Ltd team/GP/Physiotherapist/Talking therapist, unless you expressly ask for your information not to be shared.

Links to other websites

- Links accessed through www.fit2work.co.uk are not covered by this privacy notice. You are encouraged to read the privacy statement related to other websites.

What are your rights?

- You have the right to see any information we hold about you in your occupational health record. The request should be made in writing to the contact section at the bottom of this privacy notice, and will be responded to within 4 weeks without charge.
- You can also request that an amendment is attached to your health record if you believe any of the information held by Fit2Work Ltd is inaccurate or misleading.
- You have the right to withdraw your consent for us to inform your manager of any occupational health information. If you choose to do this we will be obliged to notify your employer of your decision.



Changes to this privacy notice

We keep our privacy notice under review. This privacy notice was last updated on 25th May 2018.

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If you believe we are not processing your information in accordance with the GDPR 2018, please contact the Information Commissioner's office at www.ico.org.uk