



General Data Protection Regulations

Privacy Notice

Employers have a duty of care, and in some cases, a legal obligation, to protect their workforce by ensuring that they are fit to carry out their duties safely. To enable this, employers may ask us, **Company Name** to look at your health in relation to the work you do. However, health information has a special significance in law; it is classified as personal and sensitive data.

Personal and sensitive data may only be collected, processed, stored and disclosed by **Company Name** with your explicit consent. There are, however, extenuating circumstances which will override this requirement – for example, where disclosure is required by law or where there is an immediate danger to your health. If consent is not given, data collection must not take place. You have the right to withdraw consent at any time up until the results are processed and released to your employer. More information your rights under the GDPR can be found on the [ICO website](#)

Company Name Assures you that all personal health data we collect is handled in accordance with relevant [Data Protection](#) legislation.

Company Name is registered with the Information Commissioner's Office as a data controller. Our registration number is **Registration Number** . All reasonable efforts are made to protect the confidentiality, integrity and availability of your data at every stage from collection to archiving or destruction; this includes any data obtained by **Company Name** from data subjects, employers and data processors - including intellectual property.

Why Do We Collect Personal Data?

Personal data is collected primarily for:

Medical assessment, health surveillance, drugs and alcohol screening/testing, attendance management Add other

Sensitive personal data includes information relating to:



Medical history, details of any prescribed or over the counter medication used, lifestyle information, including the use of alcohol, tobacco or illicit drugs, Add other

Processing of Personal Data

Company Name uses a range of electronic products and platforms to process your data. Some of these are required by specialised organisations responsible for recommending industry standards and maintaining industry-specific databases (e.g. CBH, Sentinel), and others are purchased by Company Name to make data processing more efficient or secure.

Company Name will not transfer your data outside the European Economic Area (EEA) without appropriate protection. We will never sell your data on, nor use it for other purposes than why it was originally collected.

Some of our data collection is paper-based. Details of assessments are recorded on forms which are processed and stored in a secure facility at Address where paper records are based .

Third party data processors

We also have contracts with a network of approved suppliers such as physiotherapists, counselling and laboratories for testing of blood.

Add other suppliers here

Disclosure of results

In all cases, results of any tests or reports will be given to you and reported back to you and the person(s) who are formally designated to receive results, e.g. your employer or sponsor.

Results may be conveyed as follows:

- ✚ Fax - if we are asked to send results via fax we will phone the designated results person before transmission to ensure that the fax number is correct and that they are present to receive the results
- ✚ Post – all outgoing mail is sent in envelopes marked “Private & Confidential.”
- ✚ Email – industry standard security measures are applied
- ✚ Secure customer portal
- ✚ Industry-specific database, e.g. Sentinel



Retention and destruction of records

Medical records are retained by Company Name in line with our retention schedule. Records are held for as long as is required, and our retention schedule takes into consideration the rules of such under a specific law, e.g. The Control of Asbestos at Work Regulations; and Control of Substances Hazardous to Health. Company Name keeps electronic records of data subjects' information on databases which are only accessed by authorised company personnel. Any paper copies containing sensitive personal data is securely destroyed.

Access to personal data (subject access requests)

Data subjects (you) have the right to see data held about you. If requested, we will arrange for you to receive or review all data held. Or you may request specific information, e.g. all medicals undertaken between 2008-2012. Such requests must be made in writing (post, fax, email or delivered in person) and addressed for the attention of the Data Protection Officer. A response will be issued within one month.

If you have questions about your data, contact our Data Protection Office at Name and address of Data Protection Officer or email: email address

Definitions

- ✚ **Data:** information held by Company Name
- ✚ **Data Controller/we/our:** Company Name is the data controller
- ✚ **Data processor:** Any third party contracted by Company Name to provide professional services to, or on behalf of, us
- ✚ **Data subject/you:** the individual undergoing testing with Company Name
- ✚ **Employer:** the company who you work for and pays for your testing and receives results. This may be a direct employer, an employment agency, a sponsor or sub-sponsor.
- ✚ **Personal data:** any data which identifies you, e.g. name, date of birth, National Insurance number
- ✚ **Results:** the outcome of any medical assessment, screening or testing you have by us
- ✚ **Sensitive personal data:** Any information relating to your health
- ✚ **Sponsor** (see employer): particular to subcontractors as in the construction or rail industry. A data subject may have up to two additional “sub-sponsors”.