

Privacy notice – Occupational Health

Who we are?

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can contact our Data Protection Officer on: 01743 252774 or by email at: information.request@shropshire.gov.uk

How do we collect information from you?

We collect information from you when you visit the Shropshire Council website also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

The information that we collect about you is:

- Information about you, this could include your name, address and date of birth.
- Your employee number as an identifier for you
- Details about your lifestyle and social circumstances.
- Employment details.
- Personal contact details
- Your GP and / or specialist contact information

We also collect sensitive information about you called special category data. Special category data is defined as:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- political affiliation
- political opinions
- religious or other beliefs of a similar nature
- biometric or genetic data

How is your information used?

We may use your information to:

- The information will be used to advise your manager about the impact any health conditions you may have will impact on your work and how the manager can make adjustments to protect you
- The information will be used to conduct health surveillance (e.g. hearing tests, lung function tests etc) if you are in a job role which requires this
- The information will be used to advise on further treatments e.g. counselling if this would help you
- This information will be used if you are being considered for ill-health retirement

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

Your information is private and will only be shared when it is necessary and lawful to do so.

- Information on your fitness to work is shared with your line manager and HR - with your **consent**.*
- Details of your medical conditions will be shared with others involved, or to be involved, in the provision of your healthcare – for **medical purposes**** or for **pension purposes~**
- Details of infectious diseases which present significant risk to human health and the wider public under the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010 to relevant official – where we have a **legal duty**.
- Where a court orders us to share your information – where we have a **legal duty**.
- When it's required by us or others to detect, investigate or prevent serious crime - where we have a **legal duty**.
- Assisting third parties with regulatory responsibilities such as the Care Quality Commission and Information Commissioner's Office - where we have a **legal duty**.

*The information contained in management reports from Occupational Health will be shared with you. Confidential medical information about you will not be shared except with your explicit consent.

** The relationship between a patient and a medical professional is a special one. Clinicians have a common law duty of confidence. And so the OH clinician will be satisfied that you consent to any sharing - even when this is for genuine medical purposes under the GDPR.

~Reports about your suitability for ill-health retirement will be shared with Shropshire Council Pension Fund

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you in some circumstances.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regard to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

We do not make automated decisions about you.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://shropshire.gov.uk/website-information/use-of-cookies/>

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance
Shropshire Council,
Shirehall,
Abbey Foregate,
Shrewsbury,
SY2 6ND

By phone: 01743 252774

By email: information.request@shropshire.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

By Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By phone: 0303 123 1113 {local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk