



Medicals Plus Ltd

In accordance with the General Data Protection Regulation (GDPR) 25<sup>th</sup> May 2018

- Version 2
- Policy became operational April 2020
- Review Date April 2028
- Reviewed date April 2023

Privacy Notice for Medicals Plus Ltd.

Medicals Plus Ltd as both the Data Controller and Data Processor is committed to protecting the rights of the individual and acknowledge that any personal data of yours that we handle will be processed in accordance with the new General Data Protection Regulations (GDPR) 2018.

What Data will be collected

The following data maybe collected, held and shared by Medicals Plus Ltd:

- Personal information (e.g. Name, Address, Date of Birth)
- Characteristics (ethnicity, gender)
- Past and present Job roles
- Health Records

Who will it be collected from

- Human Resources
- Managers
- Group Leads
- Employees
- Occupational Health Staff

How will it be collected

- Post
- E mail
- Verbal
- Health Questionnaires

Why is it collected

- 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 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.

### Lawful Basis for processing the information

- Legitimate interests – Article 6(1)(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.
- Additional condition - Article 9(2)(h) specifically authorises processing of data as Occupational Medicine is a special category thus *“processing is necessary for the purposes of Occupational Medicine”* and Article 9(3) which states that processing is permitted *“When these data are processed by a regulated health professional”*

### How long will data be held for

- Management referral information will be held for 6 years after the employer informs us 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 when we have been informed by the employer after 2 years if the employee doesn't take up the offer of the job
- 40 years in relation to Health Surveillance as required by the Health and Safety Executive (HSE)

### How will the data be stored

- Your records will be stored in accordance with Medicals Plus Ltd's medical records storage policy following GDPR regulations.

### 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.

### What are your rights

- You have the right to see any information we hold about you in your occupational health record. You will normally receive copies of reasons for referral from your employer and copies of your medical reports after your appointment without charge. Additional requests will be charged dependent on the amount of information requested.
- You can also request that an amendment is attached to your health record if you believe any of the information held by Medicals Plus Ltd is inaccurate or misleading.
- You have the right to withdraw consent at anytime but must ensure that Medicals Plus are aware of your request.
- In the case of request for erasure, retention may be lawful (e.g. if required for legal compliance).