



BMBC PRIVACY NOTICE

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The Occupational Health Unit is committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Occupational Health Unit collects your personal information.

Stage one: Who are we?

Barnsley MBC Occupational Health ensures that various health and safety legislation is adhered to including:

- Health surveillance to ensure employee health is not adversely affected by a number of physical, chemical and biological hazards.
- The provision of general occupational health services to support the Council's employment policies and in particular the wellbeing of employees via an occupational health nurse; occupational health physician and counselling.
- The provision of pre-employment screening
- The provision of workplace counselling

The provision of Occupational Health Services is procured externally.

Stage two: What type of personal information we will collect from you?

- Personal Information Including:
 - Name,
 - Address,
 - Contact telephone numbers
 - National Insurance Number
 - Date of Birth
 - Employee number
 - Nature of ill health
 - Pension Scheme membership
- Contract information including:
 - Start date,
 - Contracted hours,

- Post title,
- Details of role/tasks undertaken
- Absence information including:
 - Dates of absence (from commencement of employment)
 - Reasons for absence
 - Health Surveillance details (HAVS, Spirometry, and Immunisations etc.)
 - General Practitioner and or Consultants details

We will not collect any information from you that we do not need to provide and oversee this service to you.

Stage three: Why do we need your personal information?

We will use your personal information to enable us to carry out specific functions for which we are responsible in relation to your health and fitness to undertake your role:

- Pre-employment Screening
- Health Surveillance
- Wellbeing Assessments
- Health assessments to determine ongoing fitness for employment
- Pensions Applications
- Contractual obligations
- Compliance with legislative requirements
- Case Conferences

Stage four: How we will collect your personal information?

Pre-employment Screening

From your pre-employment medical questionnaire completed as part of the recruitment process and during any pre-employment assessment discussions with the Occupational Health Professional assessing your fitness.

Health Surveillance

Health surveillance is a system of ongoing health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air. You will provide the Information during the health surveillance appointment.

Wellbeing Assessments

From information provided by yourself during the sessions/activities.

Via the completed course booking form.

Health assessments to determine ongoing fitness for employment

From the Management Referral completed by a Line Manager requesting a medical assessment.

Details from your SAP record in relation to sickness absence initially provided by yourself.

Pensions Applications

From the Task Analysis Completed by your Manager/You.

From the Form 6 application form completed by your Manager/You.

From the Consent Form you completed

Any medical reports provided by the appropriate General Practitioner/Specialist involved in your case.

Stage five: Our Legal Basis for processing your information

Personal data must be processed lawfully. We will process your data using one of the following lawful bases:

- Article 6(1)(a) – Consent of the data subject
- Article 6(1)(b) to process personal data in these circumstances as it is necessary for the performance of the employment contract to which the you are a party [or in order to take steps at your request prior to entering into a contract].
- Article 6(1)(c) – Processing is necessary for compliance with a legal obligation
- Article 9(2)(b) as processing is necessary for the purposes of carrying out the obligations and exercising specific rights of BMBC or you in the field of employment.
- Article 9(2)(h) is relied upon as the processing is necessary for under a contract with a health professional to assess your working capacity including medical diagnosis, provision of treatment and preventative or occupational medicine.

Stage six: Why we may need to share your information?

BMBC will not share your information with anyone unless the law and/or our policies allow us to do so for example, in the following circumstances:

- you have provided valid consent
- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

Stage seven: Who we may share your information with?

Your information will be routinely shared with:

- South Yorkshire Pensions Authority/Teachers Pensions Authority
- Occupational Health Providers
- Managers

- Human Resources employees (with a business need to know)
- Occupational Health employees including administration staff
- General Practitioners/Consultants
- BMBC legal advisors

Stage eight: How long will your data be kept?

BMBC are required under data protection legislation to keep your basic personal information (name, address, contact details etc.) for a period of 6 years from termination of employment or your 75th birthday whichever is sooner, after which time it will be securely destroyed.

Health surveillance information will be retained for a maximum of 40 years from the last entry.

For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

Stage nine: What will happen if you fail to provide personal data?

We will not be able to carry out the specific functions for which we are responsible in relation to your health and fitness to undertake your role which may include:

- Pre-employment Screening
- Health Surveillance
- Wellbeing Assessments
- Health assessments to determine ongoing fitness for employment
- Pensions Applications

Stage ten: How to access and control your personal data

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For more information on how your information is used, how we maintain the security of your information and your rights to access information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Occupational Health Unit to discuss anything regarding the use of your information, please contact the Occupational Health Unit on 01226 772292/772274 Email: OccupationalHealthUnitReferrals@barnsley.gov.uk. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk