

Occupational Health Service Transparency Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Service Manager – HR Service

Telephone: 01924 305993

Email: hrdirect@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Occupational Health Service collects the following information about you

- Name
- Address
- Date of Birth
- National Insurance Number
- Contact Details
- Contractual details including start date, contracted hours, post title, details of role/tasks undertaken
- Health Information

We use this information to enable us to ensure the Council is not discriminating against a disabled employee, identifying reasonable adjustments, undertaking Health Surveillance, and not unfairly dismissing and assessing fitness to return to work.

To enable us to provide our service we may be required to share your information with GP's, Human Resources, your manager or managers within the area where you work, Insurers, Physiotherapy and Counselling Services, and Pension Bodies.

Should you decide not to provide any of the information we request from you then decisions could be made by the Council about your health and fitness to work in the absence of this information.

3. What authority does the Council have to collect and use this information?

The Council uses the following legal basis for processing your data:

- Processing is necessary for the performance of a contract with the Data Subject or to take steps to enter into a contract.
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care or treatment or management of health or social care systems and services
- Processing is necessary for carrying out obligations under employment, social security, or social protective law, or a collective agreement.
- Explicit consent of the Data Subject

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for the periods outlined in the table below. After which time it will be deleted from our systems.

Record Description	Retention Period
Occupational Health referral files (reports to managers) With the exception of the below	Length of employment (LOE) + 6 years or LOE + 25 years for employees working with children or vulnerable adults (or if the employee working in these sectors is dismissed then until the former employee reaches 70 or 10 years after termination, whichever is longer)
Health surveillance records	40 years from date of last entry Medical records relating to the Ionising Radiations Regulations 1999 must be retained for at least 50 years.
Health assessments for night workers	LOE + 6 years
Pre-employment medical questionnaires and screening outcomes	LOE + 6 years or LOE + 25 years for employees working with children or vulnerable adults (or if the employee working in these sectors is dismissed then until the former employee reaches 70 or 10 years after termination, whichever is longer)

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

No data will be transferred outside of the EU

7. Automated decision making

There are no automated decision making processes in place

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.