

## **Occupational Health Service**

### **Privacy Notice**

Occupational Health Services are provided by Cabinet Office.

This privacy notice is for anyone who uses OHS services via their employer. It explains how and why the Occupational Health Service (OHS) collects and uses information about you. Occupational Health records do not form part of your medical record and are held separately.

This Privacy Notice may change. If any significant change is made to this Privacy Notice we will provide a prominent notice on this website so that you can review the updated Privacy Notice.

#### **What information do OHS collect to provide OHS services?**

Information OHS may hold about you includes:

- Personal information about you, such as name, address, date of birth and contact details.
- Details about your employment and job.
- Pre-employment health checks.
- Information about your health and how this affects your job.
- Your immunity to certain diseases.
- Relevant information from your employer, including reason for the referral to OHS and your absences from work.
- Information from health care providers, such as your GP or another specialist involved in your care, but only if you have given us consent to do so.

#### **Information we collect automatically**

When you visit or use our website we may collect information sent to us by your computer, mobile phone, or other device. For example we may collect:

<b>Category of information</b>	<b>Examples of that type of information</b>
Device information	Hardware model, operating system version, IP address
Log information	Time and duration of visit
Other information	Links you click, location
Tracking information	When you visit this site we use cookies that do not collect any personal information. Read more about how we use <a href="#">Cookies</a>

#### **Why do we collect your personal information?**

OHS collect personal data for the purposes of preventative or occupational medicine, and the assessment of the working capacity of the employee.

Information is collected directly from you and your employer. We may seek information from third parties, but only where you have given us consent to do so.

#### **How do we keep your information secure?**

The security and confidentiality of your information is very important to us. We will ensure that:

- Safeguards are in place to make sure personal information is kept securely
- Only authorised staff are able to view your information

- Maintain security of the systems which hold personal information in line with ISO27001 standard
- We comply with the requirements of the PCI Security Standards Council

## **What is our legal basis for processing your information?**

We respect an individual's fundamental right to privacy and will only collect and use personal information when it is necessary and will do so in accordance with the Data Protection Legislation, the Human Rights Act 2001, the common law duty of confidentiality and in keeping with any relevant professional codes of conduct.

## **Who do we share your information with?**

OHS may share information with your employer and their HR function, but only if you have given us consent to do so. OHS staff will discuss what information they are sharing, why and with whom. We will seek your consent to share your information and you can withdraw consent at any time by contacting us on 642150 or [occupationalhealth.dhsc@gov.im](mailto:occupationalhealth.dhsc@gov.im).

Your name and the services you have received may be shared with your employers finance team for the purpose of invoicing.

There are exceptional circumstances where OHS may share your information without your knowledge, such as in an emergency or where you or someone else might suffer substantial harm or distress, where it relates to a 'communicable disease' or a serious crime; or if the information is required by law (i.e. a Court Order).

## **How long do we keep your information for?**

We keep a record of your information for a set length of time, depending on the type of information it is.

We retain your records for 6.5 years after you have left employment or at your 75<sup>th</sup> birthday, whichever comes first. The notes are then destroyed. However, if you have been exposed to certain hazards at work e.g. asbestos, ionizing radiation, your health surveillance record will be kept according to the relevant Health and Safety Regulations.

## **Your rights**

To ask if we hold personal information about you: You can ask to see what information we hold about you by submitting a 'Subject Access Request' to the Cabinet Office Data Protection Officer.

You can review your personal information and ensure it is accurate: OHS may check your details with you when you use our services to ensure they are up to date and correct. If your details have changed, such as your name or address, you can let us know by contacting us on 642150 or [occupationalhealth.dhsc@gov.im](mailto:occupationalhealth.dhsc@gov.im)

Alternatively you can ask for the information we hold about you to be changed by making a request to the Cabinet Office Data Protection Officer.

### To remove your personal information

You can ask for your information to be deleted. We may refuse your request (in full or part) where there is a legal basis to do so. If that is the case, you will be notified of this.

You can request this by contacting the Cabinet Office Data Protection Officer.

### To make a complaint

If you are unhappy with the way we deal with your personal information you can submit a complaint to the Cabinet Office Data Protection Officer who will work with you to resolve any issues.

Email address: [DPO-CabOff@gov.im](mailto:DPO-CabOff@gov.im)

Telephone: +44 1624 686779

DPO, Cabinet Office  
Government Office  
Buck's Road  
Douglas  
Isle of Man  
IM1 3PN

The Isle of Man's Information Commissioner is the independent supervisory body responsible for upholding the public's information rights and promoting and enforcing compliance with the Island's information rights legislation.

You have the right to request the Information Commissioner to undertake an assessment as to whether the processing of your personal data has been carried out in accordance with the provisions of the Manx Data Protection Legislation.