Privacy Notice Bangor University Occupational Health

Bangor University (BU) is the Data Controller and is committed to protecting the rights of the individuals in line with the General Data Protection Regulations (GDPR)

The Occupational Health Service (OHS) will collect, process, and store personal data relating to employees of BU. Complying with GDPR, as well as Bangor University policy.

The categories of information that we collect, hold and share include*:*

* Personal information (such as name, NI number)
* Characteristics (such as ethnicity, nationality, country of birth)
* Past and present job roles
* Health Information

Who Will it be collected from:

* Human Resources
* Managers
* Employees
* Other health professionals (e.g. GP, Specialist, Physiotherapist).

How it will be collected:

* Post
* Email
* Verbal (Either by telephone or face to face)
* Health Questionnaires
* Health Assessment (e.g. skin, or respiratory assessment)

Lawful Basis for Processing Information

* Article 6 (3) of GDPR requires that processing of your personal data is required in order to comply with UK legislation under the Health & Safety at Work Act 1974.
* Article 9 of GDPR states that processing is necessary for the purpose of preventative or occupational medicine, for the assessment of working capacity of the employee, medical diagnosis, the provision of health and social care or treatment, or the management of health and social care systems.

The information will be used to:

* Comply with the legal requirement to store Health data relating to health outcomes under Health Surveillance (HS) legislation.
* Provide management information with regard to fitness for work,

We hold data for:-

* 40 years from the date of last entry on your record in relation to Health Surveillance due to there often being a long period between exposure and onset of ill health.
* Management referral details for 6 years after leaving employment or 75 years of age (whichever is soonest) as recommended by British Medical Association(BMA)

How will my information be stored?

Your records will be stored in accordance with medical records storage in a paper filing system which complies with GDPR regulations 2018 and BMA’s medical records storage policy.

Who will my information be shared with?

The information we will be asking you about and recording is sensitive personal data as we will be asking you to disclose personal data (e.g. date of birth, national insurance number) and health information. We need this information as your employer has a legal obligation ensure the health and safety of their employees at work and to consider any adjustments that may be required to support your ability to work. Your data may be shared within the Occupational Health team e.g. admin, clinicians, on an “as needed” basis so as to manage your case.

What are your rights?

You have the right to see any information we hold about you in your (occupational) health record. To do so, you can request copies of the information held by requesting a subject access request form available on the following web pages:

<https://www.bangor.ac.uk/planning/dataprotection/DPRequest.php.en>

If you believe any of the information held is inaccurate or misleading you can request that an amendment is attached to the health record.

You have the right to withdraw consent at any time for any reason. Please ensure Occupational Health has received this information.

In the case of request for erasure, retention may be lawful (e.g. if required for legal compliance)