

Occupational Health Service Privacy Notice

Introduction

This privacy notice explains how the Council uses your data to provide an Occupational Health service to Nottinghamshire County Council or contracted external agencies.

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- NHS number (if detailed in any GP report)
- NI number
- Address
- Employment information detailed in any referral form
- Case file information
- Medical history and medication
- Correspondence from GPs, Consultants and other Health Care Professionals, dealing with your care and treatment

What types of special category personal data do we need from you?

- Physical and mental health details

Why do we use your data?

- For service delivery

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to adhere to a contract, and to meet our legal obligations.

Our legal basis for processing your special category personal data is that it is necessary for the provision and management of health or social care services.

Who may we share your data with or receive it from?

- GPs
- Consultants and other Health Care Professionals
- Equipment repair services

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- If we cannot use your data, you could not use the service.
- Employer decisions about your employment could be made in the absence of Occupational Health advice.

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it is the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottsc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:
<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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