

Occupational Health

Privacy Notice

The Occupational Health Service at the council aims to support the business in the prevention of work related ill health.

We provide:

- Confidential and impartial advice and support relating to any issue affecting the health and well-being of an individual member of staff
- Specialist guidance and advice to Human Resources Business Partners and to the business regarding fitness for work and the effect of ill health on an individual's employment.

The term 'Occupational Health' simply means 'health which is related to work'. Occupational Health is a distinct branch of preventative health care. Occupational Health does not provide treatments or First Aid cover, nor health services normally provided by GP practices, other NHS health services or NHS Walk-in Centres.

This privacy notice details the information collected, processed and stored by Peterborough City Council in relation to this service. You should read this in conjunction with our corporate privacy notice which refers to accessing your rights and our responsibilities around such matters as preventing fraud.

Why would we collect this personal data?

We need to collect personal data to enable the council to deliver this service with the aims of

- To prevent work-related ill health
- To facilitate rehabilitation and return to work following periods of illness or injury
- To promote physical and mental health and well-being at work
- To comply with legislative requirements

The basis for processing personal data on employees is twofold; we have to process data in order to fulfill the contract of employment the application may result in and also in order to comply with our legal obligations.

We are required to abide by legislation including but not limited to:

- Access to Health Records Act 1990
- Department of Health Records Management 2006
- NMC The Code (2015)
- COSHH Control of Substances Hazardous to Health (2002)

We will also collect special categories of data and where we do so then we will in some cases ask for your explicit consent but we will also need to process the information about you to fulfill the contract of employment. We will also process your information as it is necessary for the purposes of occupational medicine and for the assessment of the working capacity.

There may be occasions when we need to process or share information about you in order to protect your vital interests which means where we need to protect your life. We will only consider this option where you are incapable of giving consent and we need to make a decision to protect your life.

Where we rely on your consent to process personal information, we will make this clear to you and that you have the right to withdraw consent. Where you do so then we will cease to process your information unless we have lawful basis to continue.

What types of information do we hold?

We process the following types of information

- Name
- Address
- Date of birth
- Gender
- NHS Number
- Physical health
- Mental health
- Email address
- Details of services already being provided to you

Who we collect information from?

We collect information from you as the applicant from the point at which you apply for the role and subsequently during your employment. We may collect information where appropriate to your case from:

- Yourself
- Care providers,
- Health partners
- GPs
- Hospitals
- Solicitors
- Schools/colleges
- Local Businesses
- Other PCC Managers
- NHS
- Health and Safety team
- HR Team

Where we do collect this information then we will ask for your consent to contact those services already being provided to you and hold this writing . We will record this consent and should you wish to withdraw this then you should inform us.

Who do we share information with?

Those we may share information with regarding your application may include:

- HR colleagues where appropriate
- Managers within the council
- Medical professionals involved with you
- GPs
- Solicitors

- Schools/colleges
- Local Businesses
- Health and safety team
- Pensions services

Where we do share this information then we will ask for your consent to contact these and explain why in your circumstances we consider we need to share. This may be because we need to ensure you have the right office furniture or to tie in with treatment you are receiving.

How long do you keep information for?

Under Data Protection, we are required to keep information for as long as it is required. It does not however specify how long a specific piece of information should be retained for. Therefore each department will use a retention schedule for documents etc which it holds and have a secure means of destruction. This can be made available.

Your Rights

You have rights under Data Protection and these are as detailed in the corporate notice and can be accessed on our [Data Protection - Rights Information page](#).