Oxford Brookes University (OBU) is the Data Controller of any personal data that you supply.  This means that we will make the decisions on how your data is used and for what reasons. You can contact OBU’s Information Management Team on 01865 485420 or email [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk).

Why is it collected?

* For the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee.
* To ensure the health and safety of the employees at work and to allow consideration of any adjustments that may be required to support their ability to work.
* Data may also be used for research, audit or statistics but will be anonymised if this is the case.

Lawful basis for processing the information

UK Data Protection law states that personal data may only be processed in accordance with one or more permissible legal bases.

* The lawful basis for processing your personal information is that it is required for a contract.
* Special category personal data (e.g. health data) will only be processed in accordance with the need to use this data to assess, diagnose, administrate and offer services for workplace health and wellbeing services.
* To comply with health and safety legislation.

What Data will be collected?

The following data may be collected, held and shared by the Occupational Health Service:

* Personal information (e.g. name, address, date of birth)
* Characteristics (ethnicity, gender)
* Past and present job roles
* Management referral information
* Health records

From whom will it be collected?

* Human Resources
* Managers
* Employees
* Occupational Health Physicians
* GPs
* NHS Medical Specialists / NHS Professionals
* Others

How will it be collected?

* Post
* Email
* Verbally

For how long will the data be held?

* Management referral information will be held for 3 years after the employee has left the university’s employment or reaches 75 years of age (whichever is soonest) as recommended by the British Medical Association (BMA).
* Pre-placement health assessments will be discarded after 1 year if the employee does not take up the offer of the job.
* OH records (both staff and student) will be discarded 3 years after termination of employment or study unless legal liability requires, in which case 7 years.
* 40 years in relation to Health Surveillance as required by the Health and Safety Executive (HSE).
* Deletion of data will be carried out in a secure way.

How will the data be stored?

* Your records will be stored securely in accordance with OBU OH Service Records and Retention Policy.

The University Retention Schedule can be downloaded from the university website and details the retention periods for different types of data.

With whom will my information be shared?

We will not share information about you with third parties without your consent unless required to do so under UK law or the sharing is described below:

* eOPAS, our occupational health records system, is hosted by Warwick International who are based in the UK. All data recorded in that system is transferred and processed. The same level of protection in relation to the processing of personal data is legally assured.
* Our broader occupational health team including our administrators, occupational health physician and counsellors.
* Human Resources staff for management referrals and workplace assessments.
* Line managers following a management referral to occupational health.
* General practitioners and medical specialists.
* The occupational pension scheme that you have joined (Local Government Pension Scheme; Teachers’ Pension Scheme; Universities’ Superannuation Scheme) only for the purposes of supporting possible retirement on grounds of ill-health.

What are my rights?

You have the right to:

* See any information we hold about you in your occupational health record. The request should be made in writing and should be responded to within 4 weeks without charge.
* Request that an amendment is attached to your health record if you believe any of the information held by the occupational health service is inaccurate or misleading.
* Be informed.
* Correct data if it is wrong.
* Ask for your data to be deleted.
* Restrict use of the data we hold.
* Data portability (format information given in e.g. digital format).
* Object to OBU using your data (e.g. you can put your version of events).

You also have:

* Rights in relation to using your data automated decision making and profiling.
* Right of access to your data.
* Rights under the Access to Medical Records Act 1988.

Are there any consequences of not providing my data?

Your contract of employment is subject to occupational health confirming that you are fit to undertake the role that you have been offered. During your employment you may be asked to provide medical information. If you do not provide occupational health with the information that we need to assess your fitness to work, OBU may not be able to continue to employ you.

Will there be any automated decision making or profiling using my data?

No, OBU will not make automatic decisions using your data or use your personal data for profiling purposes.

Who can I contact if I have any concerns regarding privacy and the use of my data?

You can contact the Information Management team.

Postal Address: Information Management Team,

IT Services,

Room 2.12, Gibbs Building,

Headington Campus, Gipsy Lane,

Oxford, OX3 0BP

Email:   [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk)

Tel: 01865 485420