



Privacy Notice: Occupational Health

This privacy notice is designed to help you understand how and why your information is processed by South Yorkshire Fire and Rescue's Occupational Health (OH) Service (the "data controller").

Why do you need to process my information?

We ask you to provide information to enable us (the data controller, as defined by the Data Protection Act 2018) to deliver occupational health services to you and SYFR to the highest quality.

It is necessary to process your health data in order to enable you to comply with your contract of employment and to enable SYFR to comply with legal obligations under the Health and Safety at Work Act 1974, to protect your health and safety at work as far as is reasonably practicable (Article 6, General Data Protection Regulation).

The information collected by Occupational Health is often more sensitive than other forms of personally identifiable data. We must have a further lawful basis to collect this information; processing must be necessary for the purposes of preventative or occupational medicine, and for the assessment of the working capacity of the employee (Article 9, General Data Protection Regulation).

What data will be collected?

The information we collect and record, will be that told to us by you when we speak to you either face-to-face, over the telephone, or by other electronic means. We collect personally identifiable data, as well as health information you usually provide during a health consultation (e.g. with your GP).

The personal information we are likely to collect includes your staff number and role, home address and date of birth as a minimum. Information that is more specific will be determined by the reason we are seeing you. For ill-health conditions, we will need to ask about what is troubling you, and what you and your GP/other health professional are doing about it. We may need to ask you to provide your GP's/other health professional's name and address so that we can write to them.

Results of assessments we carry out to determine your health status will be recorded as appropriate, as will comments you make to us generally if Occupational Health think this is relevant to the duty of care we offer you.

If we need to obtain information about you from a third party, e.g. your GP or another OH service, we will do so with your written consent.

How will my information be used?

We will use your information:

- a. to ensure that you are medically fit for your current or proposed role, i.e. whether your health condition (if any) poses a safety risk to you, your colleagues or members of the public;

- b. to advise you and management on adjustments to facilitate your employment whilst reducing the likelihood of your health condition (if any) becoming worse by work activity;
- c. to ascertain that you are not particularly vulnerable to any work hazards, put measures in place to minimise potential ill health caused by work hazard, and identify health conditions associated with work exposures at an early stage so effective remedial action can be undertaken.

Results from assessments carried out as part of service requirements, e.g. 3-yearly medical, hearing tests etc. will be compared with previous records to determine the early onset of a health condition and take action to reduce these effects.

Who will have access to the information?

Access to information gathered by Occupational Health is restricted to authorised OH personnel.

The outcome of an OH assessment (including fitness to work, adjustments, restrictions) will be sent directly to you for your consent and, once given, communicated to those deemed necessary, such as those with line management responsibilities and Human Resources. You will receive a final copy of the report for your own records. Details of your medical conditions will not be shared with anyone outside Occupational Health without your consent.

You have a statutory right of access to your occupational health records; for more information please see the 'Information Rights' section of our ['Your Information – privacy notice'](#) web page.

You have the "right to erasure" of occupational health data unless there are legitimate legal, medical, occupational health or work capacity reasons for keeping them. These will be discussed with you at the time of your request.

How long will you keep hold of my information?

OH records are kept for the length of your employment and up to 6 years after you leave employment unless there is a legitimate reason to keep them longer, e.g. ongoing legal proceedings, or Health and Safety Regulations requiring retention of up to 50 years.

Is there anything else I need to know when it comes to my personal information?

To find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further, please see our full Privacy Policy, available under ['Your Information'](#) on our website.