

Privacy Notice



North Yorkshire
County Council

Occupational Health and Wellbeing Team

This Privacy Notice is designed to help you understand how and why the Occupational Health Team processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Health and Wellbeing team are the Council's certified practitioners in Occupational Health and this is a service that can be traded to other organisations.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

Your personal information such as name, addresses, and date of birth (so that we can contact and identify you where appropriate);

We also collect medical information about you. Primarily this will be information you have disclosed to us but could sometimes come from, if you have provided your consent, other organisations (such as your GP or medical advisor). This will include current mental or physical health which is relevant to the workplace. This does not include historic information (unless relevant).

Why do we collect your personal information?

We require your information to:

- To provide Health and Wellbeing guidance to employees and employers;
- To provide management advice on fitness for work and reasonable work adjustments (where appropriate);
- To complete pre-placement health questionnaires and where appropriate issue an outcome certificate;

- To facilitate employment referrals where appropriate (for example where there are health concerns raised by your manager either because your manager has concerns or because you have disclosed difficulties to your manager);
- To facilitate consideration for an Ill-Health retirement;
- To facilitate statutory health-surveillance where determined by Health and Safety risk assessments. This may be a requirement of your employment contract.
- To conduct non-statutory health assessments, if requested by your employer, which is a voluntary process intended to establish your baseline health.

Who do we share this information with?

We will only disclose your personal information and special category information (i.e. medical information) to individuals or organisations where you have given us specific consent to do so. For example this could be your manager, a HR representative, or a specialist occupational health advisor or physician.

If your organisation chooses to change Occupational Health provider then we are legally obliged to send your data to that new provider. Your data will not be sent to your employer. Your employer is obliged to tell you about their intention to transfer at which point you may object and choose an alternative registered medical practitioner (i.e your GP) to be the recipient of this data transfer.

In circumstances where ill-health retirement is a consideration, with your consent, we will be instructed to obtain the necessary medical information to support this process which is supplied to an independent registered medical practitioner (IRMP) who will provide a Basis of Opinion on which your employer will determine your eligibility for access to early release of your pension benefits.

Where we have undertaken health surveillance, as required by Health and Safety assessments, we will disclose an outcome certificate to your employer.

How long do we keep your information for?

Data held	Retention period
All Occupational Health Records*	Six years after termination of employment or until 75 th Birthday (which ever is sooner); This is subject to your employer informing the service of termination.
Health Surveillance Records	Kept for current year plus 40
*We may need to keep your information for longer than the stated retention period	

if there is an ongoing investigation. The retention of the information will be reviewed upon closure of the investigation.

What is our lawful basis for processing your information?

The majority of the information that the Health and Wellbeing Team process is based on your consent.

Health Surveillance Records, where applicable, are processed in order to fulfil requirements set out by your contract of employment and in accordance with Article 9(2)(h) of the General Data Protection Regulation which stipulates data about an individual's health can be processed to provide occupational health services to employees.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).