

## **LINCOLNSHIRE FIT 4 WORK LIMITED PRIVACY NOTICE**

Lincolnshire Fit 4 Work keeps records that include personal information about our clients and patients. To find out what information we hold and your rights please see our privacy notice on our website at [www.LF4W.co.uk](http://www.LF4W.co.uk). Alternatively you can ask for a copy of this to be sent to you by e-mail or to your postal address.

### **What information we hold**

The information we hold about you is kept to a minimum and only that required to allow us to carry out health assessments and maintain adequate records required by the General Medical Council and other authorities.

We may hold the following information about you:

- Details about you such as your name, telephone number(s), e-mail and/or address;
- Details of your employer and job (if relevant);
- Details of your general practitioner (if relevant);
- Details including medical history, medication and clinical observations of any medicals or health assessments that we carry out;
- Information from other bodies such as your employer, general practitioner or other professionals where this has been provided to enable assessments to be made of your medical fitness or any appropriate adaptations to your employment.

### **Why we hold your personal information**

Lincolnshire Fit 4 Work clinical staff maintain personal information about you to meet statutory requirements and guidelines and to enable us to keep an accurate record of contacts that we have had with you for medical or other health assessments. Maintaining health and occupational health data is included in one of the conditions for processing special category data.

Legislation requires certain occupational health records to be kept for periods of up to 10 years, and 40 years in some cases. The Private and Voluntary Health Care (England) Regulations 2001, Schedule 3, lays down minimum periods for the retention of private records which for our purposes is at least 8 years from the date of the last entry.

### **Maintaining confidentiality of your records**

Our medical records are kept on a central server in the UK hosted by Rushcliff which is ISO 27001 accredited to ensure security of the data.

We do not share information we hold about you with any other organisations without your expressed consent. Very rarely we may need to override this following General Medical Council guidance where there is a legal requirement or significant risk to others but would normally seek your consent to do this first.

## Access to personal information

You have a right under to request access to view or to obtain copies of what information we hold about you and to have it amended should it be inaccurate. You may also request that information is deleted but there are some circumstances where we are required to keep records so will may be able to fully comply with this. You can request this information using any of the contact details below.

We will respond to your request within one month. We may need to request additional information to establish your identity including date of birth, address, any contact details that we hold to ensure that others are not trying to access your data.

## Raising concerns

If you have any concerns about the data we hold about you or how we use and process it, please contact our data protection officer in the first instance (see contact details). If you are still not satisfied you may contact the Information Commissioner's Office (ICO). Lincolnshire Fit 4 Work Ltd is registered with the ICO (registration number ZA051772)

## Contact details

Write to us at:	Lincolnshire Fit 4 Work Ltd Harvest Lodge, High Street Swineshead Boston PE20 3LH
e-mail us at:	<a href="mailto:info@lf4w.co.uk">info@lf4w.co.uk</a>
Call us on:	07949 057083
Name of data protection officer	Dr Richard Gent
Information Commissioner	0303 123 1113 <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>