



General Data Protection Regulations (GDPR)

(What the GDPR means for you, and your right to be informed)

Your Personal Data and How/ Why we use it

Your data is being collected for the purpose of assessing fitness to undertake a task or to advise an employer about fitness for work and possible adjustments. The information will be stored securely and confidentially for seven years to meet medico-legal requirements and longer for some data, for example data required for research or statistical purposes or if required for statutory health surveillance, such as audiograms, which is required to be stored for 40/50 years. The data controller has a lawful basis under Article 6 (1)(1) for the processing and storing of your, to be able to advise on your fitness to undertake certain tasks and in the case of occupational health medicals for relevant legitimate interests, for example for your employer to be able to comply with their duty of care, their duty under the Equity Act 2010 and their duty to pay sick pay. In the case of health data, which are special category (sensitive) data, the lawful basis is under Article 9(2)(h) for the same reasons and for the purposes of preventative occupational medicine, for the assessment of the working capacity of the employee, including medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems as they could have implications for fitness., If data is used for research it will be anonymised and your consent will be sought.

The controller is likely to collect data from both the data subject (yourself) and possibly from third parties, such as your manager or human resources department in the case of occupational health medicals or from your General Practitioner or specialist with your informed written consent.

The data controller has an obligation of confidentiality. Your data will not be disclosed to any third parties without consent, other than exceptionally where there is a legal obligation or it is in the public interest to do so, for example to protect the safety of colleagues or the general public. The data subject (yourself) will be told to whom the data will be disclosed. Your data will not be sent outside the European Union.

Your Rights

You have the right of subject access to your data with the supply of one copy free of charge. You also have the right to request the amendment of your data if it were inaccurate or have it erased, and you have the right to lodge a complaint with the information Commissioner, or AC Medical Services Ltd. direct. Please feel free to contact a member of AC Medical Services Ltd. if you have any concerns or questions.



Where the source of data is someone other than yourself, you will be notified within a reasonable time period and not later than one month after the controller receives the data, unless you are already aware of it.

I confirm that I have read and understand AC Medical Service Ltd.'s GDPR Policy.	
Name:	
Signature:	
Date:	