

# Privacy Statement – Quick Guide

This is a quick guide outlining the main issues about how we handle sensitive personal information. You can find our more detailed statement [here](#) or speak to us for a copy.

## Who are we?

Integral Occupational Health is a trading name of Healthwork Group Ltd, an Occupational Health (OH) provider based in the UK. Our contact details are below:

### Data Controller:

Healthwork Group Ltd  
C/O Marlowe Plc, 20 Grosvenor Place  
London  
SW1X 7HN  
Email: [lcharles@healthworkltd.com](mailto:lcharles@healthworkltd.com)  
Tel: 0161 831 9701

### Data Protection Officer:

Lisa Charles  
Regional Operations Manager  
  
Email: [lcharles@healthworkltd.com](mailto:lcharles@healthworkltd.com)  
Tel: 0161 831 9701

## What information do we process?

In order to give OH advice, we need to know who you are, what you do and what the issue is. This information comes to us from your employer in the form of a referral. The employer should discuss the referral with you. When you see one of our clinical staff they will ask for your consent to keep clinical notes.

## Confidentiality and Consent

The information we obtain as part of our clinical services is confidential and your OH records are not able to be seen by others, including your employer. For OH advice to be available to your employer, we would normally produce a report for your employer, outlining the main issues relevant to your case. You will see the report and be offered a copy. We need your consent before we would send this to the employer. You are not obliged to give consent in which case, no report will be sent.

## Security of information

We take reasonable security precautions for the personal information we store. This includes IT security measures such as data encryption as well as physical security and access controls. Your employer is also required to take reasonable precautions with the OH report/supplementary information that we send to them. These responsibilities are defined in our Data Sharing Agreement which employers must sign up to and can be viewed at [www.integraloh.com](http://www.integraloh.com)

## Legal basis for processing

Our legal basis under the GDPR for processing personal sensitive information is on Consent from the individual and for the purposes of Occupational Medicine.

### *Rights of Individuals*

These have been strengthened under the GDPR and include the following. If you would like to exercise any of these rights, please read the Full Guide on our website and contact the data controller.

#### Rights of individuals under the GDPR

- To be informed
- Of access
- Of rectification
- Of erasure
- to restrict processing

### *What we will not do*

- We never pass your information to anyone other than your employer or GP/Specialist – *and that is always with your consent.*

### *Further information or guidance*

If you would like further information or wish to make a complaint or suggestion, please contact our Data Protection Officer. You can also make a complaint to the Information Commissioner's Office (ICO). Our full Privacy Statement can be viewed at [www.integraloh.com](http://www.integraloh.com)