



Privacy and Confidentiality in Occupational Health & Wellbeing

The Occupational Health and Wellbeing Team are committed to maintaining your privacy, dignity and confidentiality at all times. We adhere to the principles of the General Data Protection Regulation (GDPR) and the NMC and GMC Codes of Confidentiality.

Practice Standards

We provide a service in accordance with the above statement by:

- Limiting any sensitive or personal face-to-face conversations with you in our waiting areas
- Inviting you into a private area when dealing with enquiries
- Ensuring telephone conversations cannot be overheard by closing appropriate doors and windows, and using telephone secrecy buttons
- Conducting consultations in private rooms with blinds drawn, windows closed, and telephones diverted to avoid interruptions
- Providing full explanations to you before commencing any procedure or consultation and ensuring you consent to proceed
- Discussing risk assessment with you before vaccinating and ensuring informed verbal consent is given
- Only removing minimal clothing required to ensure vaccinations can be given safely, and respecting your wishes
- Ensuring no personal or sensitive information is disclosed to a third party without your informed consent
- Obtaining informed written consent to access your medical information from other health professionals
- Ensuring all our staff agree to and sign an Occupational Health Confidentiality statement
- Ensuring all Occupational Health records are stored securely either electronically or in locked cabinets and accessed only by authorised Occupational Health staff
- Having password protected access to OH records and only sending electronic documents to a third party using password protected access.



Occupational Health
and Wellbeing

www.ohworks.co.uk