



Record Storage & Access to your Occupational Health Record

Security of your occupational health record

Electronic records are password protected. Each occupational health user has a unique password. Data is held on a secure server, which is hosted by the providers of our occupational health software and a back-up system for all electronic data is maintained by those companies. Data is not transferred to home computers, data sticks or flash drives.

Where held, paper records are stored securely in locked filing cabinets in the occupational health departments of all our sites. Only named Occupational Health staff have access to the keys. Access to the offices in our occupational health departments and Head Office is restricted to staff working in the Occupational Health department or authorised staff.

Access to your occupational health record

The General Data Protection Regulation (GDPR) allows you to view or receive a copy of your occupational health records. In order to access your occupational health records held by the Occupational Health and Wellbeing Service you should contact our Data Protection Officer at:

OHWorks Ltd
3 Oaten Hill Place
Canterbury
Kent CT1 3HJ

Or email: dpo@ohworks.co.uk

Occupational Health will either arrange an accompanied viewing of your records or for a copy to be supplied. Your request will be acted on within one month of your request. Photographic proof of identity (passport or driving license) is required on collection of copies or sight of records.

Solicitors may request copies of your occupational health records if you are pursuing a claim. Your records will only be disclosed with your informed written consent.

Information can be withheld if it is felt that access to the data is likely to cause serious harm to yourself or another person (which is exceptionally rare) or the records contain information about another person who is not a healthcare professional and who has not given consent to disclosure.

The first copy of the personal data held about you will be provided free of charge but any subsequent copy will be subject to a reasonable fee based on the administrative costs of providing copies of the personal data to you.

For further information on how we process your occupational health record, please refer to our Privacy Notice, which can be accessed via our website www.ohworks.co.uk/privacy-notice