

# Privacy Notice (How we use your information)

## Occupational Health Unit

The role of the Occupational Health Unit is to assess prospective employees' suitability to undertake specific roles within the organisation based on the medical information provided and assessments carried out within the function of their role.

Assessments may also include those undertaken by third parties who provide specific functions on our behalf, such as eyesight and drugs testing.

### The categories of information that we collect, process, hold and share include:

Personal information such as: name, date of birth, telephone number, email address, home address, GP details, National Insurance number and job description.

Characteristics such as: gender, disability, and relevant medical information and assessments.

### Why we collect and hold this information

We use this personal data in order to:

- Enable us to carry out specific functions for which we are responsible.
- Advise HR on the suitability of an applicant to undertake a specific role.

### The lawful basis on which we use this information

We collect and process information about you under Article 6 (1) GDPR Processing shall be lawful only if, and to the extent, that at least one of the following applies:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(C) Processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 9 GDPR, Processing of special categories of personal data, Schedule 1 of the DPA 2018, Part 1:

#### Employment, social security, and social protection

1(1) This condition is met if:

- (a) the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security, or social protection.

### **Health or social care purposes**

2(1) This condition is met if the processing is necessary for health or social care purposes.

(2) In this paragraph “health or social care purposes” means the purposes of—

- (a) preventive or occupational medicine,
- (b) the assessment of the working capacity of an employee,
- (d) the provision of health care or treatment,

Article 9 GDPR, Processing of special categories of personal data, Schedule 1 of the DPA 2018, Part 2:

### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary:

If your application is unsuccessful or you withdraw from the recruitment process before you commence employment, the data is held for 12 months and then removed in line with the Data Protection Act 2018.

If your application is successful and you commence employment with us, the pre-employment data forms part of your ongoing medical record and we will hold it for 40 years from termination of contract. Where an employee or former employee has died, we will hold the information for five years from the date of the last entry.

### **Who we share this information with**

With your consent, relevant information may be shared with other agencies to help us gather any specific information needed to process your health assessment and/or carry out the full range of tests as appropriate to the job role. These are:

- Your GP or other medical practitioner/s to obtain relevant medical information if required.
- Other partner agencies that carry out specific testing on our behalf: Opticians/Drugs testing facilities etc.
- We will also share the overall result of your assessment (e.g., pass or fail) with WYFRS HR.

## Why we share this information

We share information with organisations listed above on a statutory basis, under Article 6 and Article 9 of Data Protection Act 2018. This is so that we can undertake the relevant health assessments to determine your suitability for the job role.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your rights

### You have the right to request:

- information about how your personal data is processed.
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

### You can also:

- raise an objection about how your personal data is processed.
- request that your personal data is erased if there is no longer a justification for it.
- ask that the processing of your personal data is restricted in certain circumstances.

If you have any of these requests, please contact our Information Governance Team on 01274 682311 or email us directly on [information.Information@westyorksfire.gov.uk](mailto:information.Information@westyorksfire.gov.uk)

## Further information

If you would like further information about how we manage your data, please visit [Your information \(privacy notice\) | West Yorkshire Fire and Rescue Service \(westyorksfire.gov.uk\)](#)

If you would like further information about this privacy notice, please contact the

Assistant Occupational Health, Safety and Wellbeing Manager  
Oakroyd Hall,  
Bradford Road Birkenshaw,  
West Yorkshire,  
BD11 2DY  
(T) 01274 682311

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer:

Martin McCarthy  
Oakroyd Hall,  
Bradford Road Birkenshaw,  
West Yorkshire,

BD11 2DY  
(T) 01274 682311  
[martin.mccarthy@westyorksfire.gov.uk](mailto:martin.mccarthy@westyorksfire.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the contact us page <https://ico.org.uk/global/contact-us/> on their website, or by ringing 0303 123 1113.