

Who is WHIB Ltd?

We are a small Occupational Health provider acting on behalf of your employer. Occupational health help to keep individuals fit and healthy, both physically and mentally, at work and aids in returns to work.

What Information is collected?

WHIB Ltd collects both personal and sensitive information including some or all of the following information where relevant and necessary:

- Name
- Date of Birth
- Job Title
- Postal and email address
- Telephone number
- Relevant medical, personal, and job history

Who is collecting it?

Anna Harrington & Jane Lavery (as an associate) who are both Registered Nurses, Specialist Community Occupational Health Nurses and Occupational Health Advisors. Helen McCallan is an associate administrator.

How is it collected?

The information is collected mainly from your employer and you.

Why is it being collected?

The information we collect is to help advise you and your employer on how to keep you healthy and safe whilst at work, or to help aid in your safe return to work.

What is the lawful basis for processing the information?

Under the General Data Protection Regulations (GDPR) we can lawfully process your information where *'Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional'*.

How will it be used?

The information we collect is used to write reports to your employer to keep them informed about your health to help them make decisions to best offer you a safe working environment, and to maintain legal employment health requirements. It may also be used anonymously to inform your employer of health trends.

We use [ProtonMail](#) to transfer documents and data of a sensitive nature, [The Anti-Virus Guy](#) and [Ashby computer services](#) for IT support and back up services. OneDrive and Share Drive are used for the storage and processing of data.

What are the interests of the data controller?

The interests of the data controller are to obtain the information needed to offer the best occupational health support to you and your employer.

Who will the data be shared with?

Your data will be shared where necessary with external providers and/or associates if specialist support is required e.g. An occupational health physician. Your information is only shared to support in keeping you healthy and safe whilst at work, and/or to help aid in your return to work.

How long will my data be kept?

WHIB Ltd record retention period is 6-7 years from final entry.

What will the effect be to me?

We hope that by collecting this information we can help both you and your employer make the best decision in regards to your health and wellbeing in the work place.

What are my rights?

Under GDPR (May 2018) your rights are as follows:

- **The right to be informed** how we use your personal data
 - This privacy notice is used to inform you of how we use your personal data, however if you have any questions please contact us at any time on the details below.
- **The right to access** your personal data
 - If you would like to access your personal information we hold, please send a subject access request in writing via email or post (contact details below).
- **The right to be forgotten** and have your data deleted in specific circumstances
 - This right only applies when there is no compelling reason for its continued processing
 - or The personal data was unlawfully processed (ie otherwise in breach of the GDPR).
- **The right to data portability** to transfer your data to another service provider
 - This right applies:
 - to personal data you provided
 - where the processing is based on your consent
 - And when processing is carried out by automated means
- **The right to have information corrected** if it's out of date, incomplete or incorrect



WHIB

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- If this is the case then please do contact us as soon as possible, including if your contact details change.
- **The right to object** to, or stop, your data being processed on certain grounds
 - This is mostly aimed at marketing and research purposes
 - You have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
 - Direct marketing (including profiling); and
 - Processing for purposes of scientific/historical research and statistics.
 - We can carry on processing the information if:
 - We can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or
 - The processing is for the establishment, exercise or defence of legal claims.
- **The right to restrict processing**, meaning you can request that your data is only kept on file and not used for processing
 - This right in these situations:
 - You contest the accuracy of the personal data, meaning processing must be restricted until the accuracy of the personal data has been verified.
 - Where you objected to the processing, and we are considering whether our organisation's legitimate grounds override yours.
 - When processing is unlawful and you oppose erasure and request restriction instead.
 - If we no longer need the personal data but you require the data to establish, exercise or defend a legal claim.
- **Rights in relation to automated decision making and profiling**, meaning that in some cases individuals have the right not to be subject to a decision that is based on an automated process.
 - WHIB Ltd does not use automated decision making or profiling.

Any concerns or complaints?

If you do have any concerns, worries, questions, or complaints about the process then please contact Anna Harrington or speak to the representative from your company dealing with your case. If you feel it relevant you can also complain to the Information Commission Authority (ICO).

ICO number - Z3167975