



ACI Data Protection Statement for Occupational Health (OH)

ACI Training and Consultancy Ltd, referred to as 'ACI' or 'the company' collect and process personal data relating to Occupational Health Service Provision. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We are unable to process any of your data unless you have given us your specific consent by signing the data protection statement on the forms we provide you. Forms where the consent box has not been signed will be rejected.

What information does the company collect and how?

The company collects a range of information about you in connection with your Fitness to Work Certificate application / reapplication. This includes (if applicable):

- your name, gender, and contact details, including email address and telephone number
- Details of your grade, professional registration number, speciality and previous job history
- Blood and immunisation history
- Ethnicity, age and general health condition
- Medical history including pregnancy status
- Any other information deemed relevant to your application for a fitness to work certificate / renewal.

We may collect this information in a variety of ways. For example, data will be requested via the appropriate Corona Risk Assessment form or Work Health Assessment form. We will also need to see evidence of bloods and immunisations provided by you in the format you provide it in. It may be necessary to hold a telephone consultation with you and consult your GP (with your permission).

We may also collect personal data about you from third parties, such as your GP. Where we seek further information from your GP this will only be if you have signed the consent section of the Health Declaration form and you have the right to see the report from the GP. Usually Fitness to Work Certificates are requested via a 3rd party recruitment agency and they remain responsible for the storage and safe transfer of data they hold.



Data is stored on our secure server and is backed up regularly. Please note that ACI uses third party cloud-based storage and a case record management system.

Why are ACI collecting and processing your personal data?

The company collects and process your data to carry out Occupational Health Services requested by you or your representative. ACI relies on 'Consent' and 'Performance of a contract' for basis of processing this data. Under Article 9, ACI relies on the condition of 'Health or Social Care purposes' for processing special category data.

We will not use your data for any purpose other than for the provision of Occupational Health Services as required by the contract.

Who has access to data?

Only OH staff have access to OH records. Please note that as part of our commitment to quality, your records may be subject to audit by an external regulatory body, but all data will be anonymised.

In entering into a contract with us to provide fitness to work certificates, you are specifically agreeing that we provide a report detailing the findings and this will be sent to your appointed representative (usually your Recruitment Company's Compliance Department).

In addition, we may need to share your personal information with your GP (if you consent), a regulatory authority, law enforcement agency or government agency to comply with the law.

Security of data.

The company takes the security personal data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our Occupational Health Team in the in the proper performance of their duties.

Data storage time limits.

Data is stored in accordance with legal requirements – currently up to 40 years

Subject Access Rights.

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request
- require the company to change incorrect or incomplete data



- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing (unless we have a legal obligation to do so – for example storing records in line with legal requirements).

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact info@acitrainingandconsultancy.co.uk

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk>).

