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**How we use your information**

**Privacy notice for the Employee Wellbeing Service**

The proper handling of personal information by Carmarthenshire County Council is very important to the delivery of our services and maintaining public confidence.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms ‘information’ and ‘personal data’ are used throughout this privacy notice and have the same meaning.

To ensure that the Council treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation.

This privacy notice has therefore been produced to explain as clearly as possible what we do with your personal data.

**1. The purposes for which we use your personal data**

The information we collect about you will be used for the purposes of:

* Assessing fitness for work
* Providing support for your wellbeing

When delivering these services, the Council and our external providers (Occupational Health Physicians/ Wellbeing Support service Practitioners) are jointly responsible for the personal data we use about you. Under data Protection legislation we are therefore considered to be ‘joint controllers’.

We also process personal data information for:

* Health & Safety compliance
* Accident & Incident recording
* Accident Investigations

The legal basis for the processing of your information is to comply with our legal obligations under the Health & Safety at Work Act 1974.

We collect and use information about your health because it is necessary for the purpose of providing you with an Occupational Health service and to comply with our obligations under employment law.

**2. What type of information do we use?**

We normally collect the following types of personal data about you:

* Name
* Address
* Date of birth
* Gender
* Unique reference number
* Telephone number
* Your family composition
* Employment and education details
* Information about your health

**3. Do we use information received from other sources?**

To provide our services, we collect information directly from you but may also receive personal data from the following sources:

* Your manager, via an Occupational Health referral
* NHS medical professionals

The following types of personal data are obtained:

* Name
* Address
* Date of birth
* Information about your health

**4. Transferring your information abroad**

We use Microsoft Office 365 to process our electronic documents under the terms of a strict agreement, which safeguards your information.  This personal data is hosted on servers outside of the UK, but only in EU countries which are subject to the General Data Protection Regulation.

**5. Who has access to your information?**

We provide copies of medical reports about you to your manager, but only with your consent, in accordance with the Access to Medical Reports Act 1988.

Your personal data is also held securely on our behalf by Cority Cohort Ltd, who host our Occupational Health System as our ‘data processor’.

There are other specific situations where we may be required to disclose information about you, such as:

* Where the Council is required to provide the information by law
* Where disclosing the information is required to prevent or detect a crime
* Where disclosure is in the vital interests of the person concerned

**6. How long we will keep your information**

We keep your information for the term of your employment and then for 6 years after your employment ends. Health Surveillance records are kept for 40 years after the last entry.

**7. Your Data Protection rights**

You have the right to:

* Obtain access to the personal data that the Council is processing about you
* Have any inaccurate or incomplete information rectified (corrected)
* Withdraw your consent to processing, where this is the only basis for the processing
* Make a complaint to the Information Commissioner’s Office (ICO), the independent body in the UK which protects information rights

In some circumstances, you may have the right to:

* Object to the processing of your personal information
* The erasure of your personal data
* Restrict the processing of your personal information
* Data portability

**8. Contact details**

For more information regarding this privacy notice and your rights, please contact:

Data Protection Officer

Carmarthenshire County Council

County Hall

Carmarthen

SA31 1JP

Email: [dataprotection@carmarthenshire.gov.uk](mailto:dataprotection@carmarthenshire.gov.uk)

Contact details for the Information Commissioner’s Office along with further guidance on Data Protection legislation can be found on the ICO website:

[www.ico.org.uk](http://www.ico.org.uk)