

# Privacy Statement – Brief Guide for Employees

We need to process personal, sensitive information about you to provide Occupational Health advice for you and your employer, including:

Name, age, contact details, medical and work history, Occupational Health test results, absence history, risk assessment information, consented GP and Specialist reports.

You will be fully aware of the information contained in your OH report to your employer and we will always ask for your informed consent. You can always have a copy.

We communicate with the following people, **but only with your consent**:

Occupational Health advice to your employer

Requesting a medical report from your treating GP or Specialist

We follow good practice and take sensible precautions to safeguard your personal information including trained staff, administrative procedures, IT security such as encryption and physical access controls.

You can find out more with our Full Privacy Statement accessible [here](#)