



Raymore

Occupational Health

Privacy Statement – Quick Guide

How do we manage and use your Personal Data?



Who is the Data Controller?

Raymore Occupational Health Ltd are an Occupational Health provider and we are responsible for safeguarding the privacy of your information. We comply fully with the General Data Protection Regulations for information within our control. This Privacy Statement provides information about the type of data we collect and how it is managed. Having read this document, if you have any further questions you can speak with a clinical staff member or contact our Data Protection Manager.

Data Controller:

Raymore Occupational Health Ltd
PO Box 7681
Glasgow
G42 2LB
E: admin@Raymoreoh.com
T: 0141 739 5060

Data Protection Manager (DPM):

Munna Roy
Medical Director
E: admin@raymoreoh.com
T: 0141 739 5060



What information do we process?

In order to give OH advice, we need to know who you are, what you do and what the issue is. This information comes to us from your employer in the form of a referral. The employer should discuss the referral with you. When you see one of our clinical staff they will ask for your consent to keep clinical notes.

Confidentiality and Consent

The information we obtain as part of our clinical services is confidential and your OH records are not able to be seen by others, including your employer. For OH advice to be available to your employer, we would normally produce a report for your employer, outlining the main issues relevant to your case. You will see the report and be offered a copy. We need your consent before we would send this to the employer. You are not obliged to give consent in which case, no report will be sent.

Security of information

We take reasonable security precautions for the personal information we store. This includes IT security measures such as data encryption as well as physical security and access controls. Your employer is also required to take reasonable precautions with the OH report/supplementary information that we send to them. These responsibilities are defined in our Data Sharing Agreement which employers must sign up to and can be viewed at raymoreoh.com

Legal basis for processing

Our legal basis under the GDPR for processing personal sensitive information is on Consent from the individual and for the purposes of Occupational Medicine.

Rights of Individuals

These have been strengthened under the GDPR and include the following. If you would like to exercise any of these rights, please read the Full Guide on our website raymoreoh.com and contact the data controller.

What we will not do

We never pass your information to anyone other than your employer or GP/Specialist – *and that is always with your consent.*

Further information or guidance

If you would like further information or wish to make a complaint or suggestion, please contact our Data Protection Manager. You can also make a complaint to the Information Commissioner's Office (ICO). Our full Privacy Statement can be viewed at raymoreoh.com

If you have any questions, we would be pleased to help.
Contact us at admin@raymoreoh.com or speak to your OH Professional.

