



Raymore

Occupational Health

Privacy Statement – Brief 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



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
- Data of Birth
- Contact Details
- Medical and work history
- Occupational Health test results
- absence history, risk assessment information
- consented GP and Specialist reports
- Referral forms and letters from your employer.

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

- Occupational Medicine advice to your employer
- Requesting a medical report from your treating GP or Specialist

We follow good data practice and take sensible precautions to safeguard your personal information including the use of trained staff, administrative procedures, IT security such as encryption and physical access controls. If you would like any further information please contact us at info@raymoreoh.com

If you have any questions, we would be pleased to help.

Our **Quick** and **Full** Privacy Notices are available at raymoreoh.com.

Contact us at admin@raymoreoh.com or speak to your OH Professional.