



Occupational Health – Privacy Notice

This should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

The detail below provides additional detail relating to the processing of Personal Data in relation to the provision of Occupational Health.

Details of information obtained from third parties?

The information that we collect about you could include:

- Your name, address and date of birth.
- Your employee number as an identifier for you
- Details about your lifestyle and social circumstances.
- Employment details.
- Personal contact details
- Your GP and / or specialist contact information

We also collect sensitive information about you called special category data. Special category data is defined as:

- Physical or mental health details
- Racial or ethnic origin
- Trade union membership
- Political affiliation
- Political opinions
- Religious or other beliefs of a similar nature
- Biometric or genetic data

How is your information used?

We may use your information to:

- Advise your manager about the impact any health conditions you may have will impact on your work and how the manager can make adjustments to protect you
- Conduct health surveillance (eg hearing tests, lung function tests etc) if you are in a job role which requires this
- Advise on further treatments e.g. counselling if this would help you
- If you are being considered for ill-health retirement
- Provide a link to receive a flu voucher from Boots by use of email if eligible

Who has access to your information?

Your information is private and will only be shared when it is necessary and lawful to do so.

- Information on your fitness to work is shared with your line manager and HR - with your **consent**.*
- Details of your medical conditions will be shared with others involved, or to be involved, in the provision of your healthcare – for **medical purposes**** or

for **pension purposes**~

- Details of infectious diseases which present significant risk to human health and the wider public under the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010 to relevant official – where we have a **legal duty**.
- Where a court orders us to share your information – where we have a **legal duty**.
- When it's required by us or others to detect, investigate or
- prevent serious crime - where we have a **legal duty**.
- Assisting third parties with regulatory responsibilities such as the
- Care Quality Commission where we have a **legal duty**.
- Boots to have access to email address of members of staff who are eligible to receive a flu voucher under the Shropshire Council flu campaign

*The information contained in management reports from Occupational Health will be shared with you. Confidential medical information about you will not be shared except with your explicit consent.

** The relationship between a patient and a medical professional is a special one. Clinicians have a common law duty of confidence. And so the OH clinician will be satisfied that you consent to any sharing - even when this is for genuine medical purposes under the GDPR.

~Reports about your suitability for ill-health retirement will be shared with Shropshire Council Pension Fund

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Keeping Your Data Up to Date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

What are your rights in relation the personal data we process?

Please refer to the main notice for this information.

Complaints and concerns about the handling of your personal information:

Please refer to the main notice for this detail.

This Notice was last updated on:

October 2025