

Data Privacy Policy



Within this Policy, Occupational Health International (OHI) Ltd shall refer to itself as either “we” or “us”.

This Data Privacy Policy is written in accordance to the Data Protection Act 1998 ‘the Act’, which came into force on the 1st March 2000, and the General Data Protection Regulation (GDPR) (EU) 2016/679, which shall come into force on the 25th May 2018.

This Data Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us accurately and within the law. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Information we collect from you & how we use it

Information you give us.

The information about you that you give us can be collected by a variety of methods. Here are some examples of how we collect information you give us:

- Completing forms on <https://www.ohi.ltd.uk> or paper copies;
- Corresponding with us by email, letters or telephone calls;
- Subscribing to our services;
- Placing an order on our website;
- Participating in discussion boards or other social media functions on our website;
- Enter a competition, promotion or survey;
- When reporting an issue with our website;
- You telling our employees.

Depending on the task, information you give us can include:

- Your name;
- Home/business address;
- Email address;
- Company you work for;
- Current and previous job roles (including description of the role);
- Contact number(s);
- Medical history;
- Current and previous medication;
- Financial information.
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By submitting this data, you give your consent that we collect and process the data to provide you with the information, product or service you, or your employer, have/has requested from us. We may also use this data to carry out our obligations arising from any contracts entered between you and us. We store your personal data only as long as we need it to provide the information, service or offer you requested and meet our legal responsibilities.

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Information we collect about you.

Regarding each of your visits to our website, we will automatically collect the following information:

- Technical information (including Internet Protocol (IP) address;
- Your login information;
- Browser type & version;
- Time zone setting;
- Browser plug-in types & versions;
- Device types;
- Operating system & platform.
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This is store exclusively by website management company and used for troubleshooting, data analysis, testing, research, statistical and surveying purposing and the control of illegal acts. As far as personal data are processed, we do so solely to protect our legitimate interest to control illegal acts particular in connection with our website.

Information we receive from other sources.

This is information we receive about you if you use any of the other websites we operate or the other services we provide. We are working closely with third parties to make our company more efficient, effective and accurate. We will notify you when/if we receive information about you from them and the purposes for which we intend to use that information as well as the legal basis for such processing.

Security

Electronic data

We store all of our electronic data on an encrypted server which is located within a secure building. Electronic devices which have connection to the server are password protected and have reliable up-to-date security software.

We promote, to all stakeholders, to keep their software security current and from a reputable source to prevent infiltration of a 'virus' when opening correspondents through email or another electronic source.

Physical documents

Documents with personal information are only printed if it is a necessity to be within that format. All the documents are located in a secure building.

When it is the need to destroy physical documents, we only use companies that are accredited or/and associated with governing bodies of information destruction services such as National Association for Information Destruction (NAID).

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Transfer to third parties

We only transfer your data to third parties where you have given your written consent or if such transfer is legally required. In addition, we may instruct third parties to process your data under our authority.

Awareness

All employees, sub-contractors, consultants, partners and other agents, who are under the authority of this Policy, shall need to fully understand this Policy before they have access to your information. These individuals need to be aware of their duties and responsibilities laid out within the Act and GDPR.

Your rights

Under the GDPR and the Act, individuals have rights which we need to protect. Below is an outline of each right you have:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object; and
- The right not to be subject to automated decision-making including profiling.

These are further outlined in the GDPR which can be accessed through the Information Commissioner Office (ICO).

International

We have the capability of working within other European Union (EU) countries. Because of this, our lead data protection supervisory authority is the ICO, which is based in the United Kingdom.

In the event we need to operate outside the EU, under the Act, we shall not transfer your information to a country or territory outside the European Economic Area (EEA), unless this country or territory ensures an adequate level of data protection.

We deem 'adequate' as exactly the same as within the EEA.

Change to our Privacy Statement

Any changes we make to our Privacy Statement in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Statement.

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Complaint

We have a Complaints Procedure which lays out the actions needing to be taken by different individuals to resolve to complaint as swiftly, accurately and with an effective outcome.

If you would like to read this document it shall be on our website with this Policy or you can call out office that shall be happy to send it to you by email.

Contact

Questions, comments and request regarding this Policy are welcomed and should be addressed to:

Data Protection Officer: Susan B Shuttleworth

headoffice@ohi.ltd.uk

01995 602140

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You can access this document on our website at <https://www.ohi.ltd.uk> or by calling our office for a copy.

ICO Registration No: Z1328911