

# Information and Data Protection Statement

## Introduction

Occupational Health International Ltd (OHI), and its affiliate companies, are fully committed to compliance with the requirements of the Data Protection Act 1998 (“the Act”), which came into force on the 1<sup>st</sup> March 2000 and the General Data Protection Regulation (GDPR) (EU) 2016/679, which shall come into force on the 25<sup>th</sup> May 2018. OHI will therefore follow procedures that aim to ensure that all stakeholders who have access to any personal data held by, or on behalf of, OHI are fully aware of and abide by their duties and responsibilities under the Act & GDPR.

## Statement of Policy

In order to operate efficiently OHI has to collect and use information about people with whom it works. These may include, but not limited to, current, past and prospective employees, clients, employees of clients and suppliers. In addition, it may be required by law to collect and use information in order to comply with legislative requirements. This personal information must be handled and dealt in accordance with the relevant regulation and legislation, however collated, stored, used and destroyed.

OHI regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence and trust within the relationship between OHI and all stakeholders.

To this end OHI fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998. In addition to this, we respect individuals’ right, which are detailed in the GDPR, and shall uphold these unless an alternative legal duty has jurisdiction.

The Data Protection Act 1998 requires every data controller who is processing personal data to notify the Information Commissioners Office unless they are exempt. Failure to notify is a criminal offence. OHI has set up a direct debit to renew our notification each year for the following purposes:

- Staff Administration
- Accounts and Records
- Health Administration and Services

If OHI needs to collect data for any purpose not stated above we should notify the Information Commissioner Office before collecting that data.

Occupational Health International Ltd.’s ICO registration number is Z1328911

Data Protection Office: Susan B Shuttleworth