



HEALTHBRIDGE OCCUPATIONAL HEALTH CONSENT POLICY

1. POLICY PURPOSE

This policy ensures:

- Lawful, transparent processing of employee/patient medical data
- Valid consent is obtained for all occupational health (OH) activities
- Compliance with:

~UK GDPR (Article 6 & 9)

~GMC guidance

~Faculty of Occupational Medicine standards

~ISO 27001 (secure consent storage – *see Section 4.1*)

2. SCOPE

Applies to:

- All OH services (e.g., assessments, reports, workplace adjustments)
- Data types: Medical history, consultation notes, GP/specialist correspondence, employer reports
- Data flows: Between HealthBridge, employers, employees, and healthcare providers

3. CONSENT PRINCIPLES

3.1 VALID CONSENT MUST BE:



- Freely given (no coercion from employers)
- Specific (per purpose, e.g., "consent to share report with HR")
- Informed (plain language; no legalese)
- Unambiguous (active opt-in via signature/digital tick-box)
- Revocable (employees can withdraw anytime)

3.2 WHEN CONSENT IS REQUIRED

Activity	Consent Type	Example
OH assessment	Explicit (written)	"I consent to a remote consultation."
Sharing reports with employer	Granular (tick-box options)	"Share full report / only adjustments."
Contacting GP/specialists	Separate opt-in	"I permit HealthBridge to request GP records."
Data storage beyond retention	Optional	"I agree to anonymised data use for audits."

4. CONSENT PROCESS

4.1 HOW WE OBTAIN CONSENT

- Digital forms: Secure e-consent (AES-256 encrypted platforms like Microsoft Forms)
- Paper forms: Signed copies scanned to encrypted drives (destroyed after 30 days)
- Verbal consent: Only in emergencies (recorded in notes with witness signature)

4.2 KEY CONSENT STATEMENTS



All requests must include:

- Purpose (e.g., "To assess fitness for role")
 - Data recipients (e.g., "HR and line manager")
 - Storage duration (e.g., NHS Records Management Code of Practice (2021) for clinical correspondence)
 - Withdrawal rights (e.g., "Email [contact@healthbridge.org.uk] to revoke")
-

5. EMPLOYEE RIGHTS

Employees may:

- Access their data (via Subject Access Request within 1 month)
 - Correct errors (e.g., amend inaccurate OH notes within 14 days)
 - Restrict processing (e.g., pause report sharing during disputes)
 - Request deletion (unless legal obligation requires retention)
-

6. EMPLOYER RESPONSIBILITIES

- No conditional consent (e.g., "Sign this or face disciplinary action")
 - Limit access to OH reports to HR/necessary managers
 - Destroy reports after retention period or employee request (if lawful)
-

7. SAFEGUARDS & REDACTION

- Sensitive data (e.g., mental health) redacted unless critical to adjustments
- Pre-disclosure review: Employees approve reports before employer sharing



8. WITHDRAWING CONSENT

-**Process:** Email [contact@healthbridge.org.uk] with name and request

-**Effect:**

~Stops future processing (e.g., no further data sharing)

~Does not erase already-shared data (employers must handle deletions separately)

9. POLICY GOVERNANCE

-Training: Staff complete annual GDPR/consent training (logged in HR files)

-Audits: Quarterly checks of 5% consent forms for compliance

-Updates: Reviewed biennially or after regulatory changes

10. VERSION CONTROL

Version	Date	Changes Made	Approved By
1.0	30/07/2025	Initial policy draft.	Dr. James Stanley
1.1	[DD/MM/YYYY]		

Approved by: Dr. James Stanley

Contact: [contact@healthbridge.org.uk]