



HEALTHBRIDGE OCCUPATIONAL HEALTH PRIVACY POLICY

1. WHO WE ARE

Data Controller: HealthBridge Occupational Health Ltd

ICO Registration: [ZB952216]

Address: 50 Hadow Way, Quedgeley, Gloucester, GL2 4YJ

DPO Contact: [contact@healthbridge.org.uk]

2. WHAT WE COLLECT & WHY

Data Type	Purpose	Legal Basis
Identity/Contact	Appointment scheduling, OH reports	Contract, Legitimate Interest
Health Data	Clinical assessments, adjustments	UK GDPR Article 9(2)(h) - Healthcare
Technical (IP, cookies)	Website security, analytics	Consent (non-essential)

Notes:

No GP record retrieval (to ensure speed; see Service Terms).

Cookie details: Full list in Cookie Policy.



3. DATA SHARING

We only share data with:

- Your employer:** Only consented workplace adjustments (redacted if sensitive).
- Healthcare providers:** Referrals with explicit consent (e.g., BSL interpreters under NDA).
- Legal authorities:** If required by court order (documented per Disclosure Policy).

Safeguards:

- All third parties sign **GDPR-compliant contracts**.
- No international transfers** without UK adequacy rulings.

4. RETENTION & YOUR RIGHTS

4.1 RETENTION PERIODS

- OH Reports:** 40 years (FOM guidance).
- Employer Data:** 6 years (Limitation Act 1980).
- Consent Forms:** 10 years (UK GDPR Article 7).

Full schedule: See Records Retention Policy.

4.2 YOUR RIGHTS

Right	Action	Response Time
Access (SAR)	Free, via SAR portal	1 month (extendable)
Correction	Email [contact@healthbridge.org.uk]	14 days
Deletion	<i>Unless legal obligation (e.g., FOM)</i>	30 days



Right	Action	Response Time
Complaints	To us first, then ICO	N/A

5. SECURITY MEASURES

Technical:

- AES-256 encryption (data at rest/transit).
- Annual **penetration testing** (ISO 27001 aligned).

Organisational:

- Staff training:** Biannual GDPR workshops.
- Breach response:** ICO notified within 72h if high risk.

6. 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: [\[contact@healthbridge.org.uk\]](mailto:contact@healthbridge.org.uk)