

Bcerta Data Processing and Privacy Statement

Bcerta organises UK and international Occupational Health (OH) medical assessments on behalf of our clients to determine if a worker is fit to perform their job and we also provide personal health assessments for individuals. To do this, we need to receive, manage and report sensitive personal data about your health to you, partner medical providers, which could be outside the EU, and your employer or other party (e.g. Pension Scheme) which is authorised to receive a report about your health status with regards to your occupation.

This statement is a summary of our how we process your personal information and your rights within GDPR (General Data Protection Regulation) which apply.

Data Processing Activities

We will explain in writing the purpose of the activities to be undertaken and receive your consent on each occasion that we deal with you. Each time you give consent, it will only be used for that specific purpose and will expire when that purpose has been fulfilled.

As an example, we may request that you complete a personal health questionnaire to assist us with the medical assessment that we will carry out. We will share your data with partnering medical providers who will also confidentially process and report it back to us.

If we issue a report to your employer or other authorised party, it will NOT contain any personal data that you do not consent to be released, e.g. the medical reason behind a condition which may affect your work status.

Normally, your employer will pay us for our services. If you do pay us directly, e.g. by credit card, we will destroy your card details on completion of the transaction.



Your Rights

Access, Rectification, Restriction of Processing

Your OH records belong to you. You can access them at any time on request. Bcerta will rectify any data errors noted to us and we will take account of any comments that you make about a health report, but you are not entitled to force a clinician to change an opinion.

You can withdraw your consent to our processing of your data at any time.

Data Retention, Erasure and Data Portability

Some OH records must be retained for the duration of the worker's employment and beyond by statute or by insurers' conditions – e.g. tests for exposures to industrial disease. Subject to statute and insurance requirements, Bcerta will erase any records that you request. If we collect financial information from you, e.g. credit card details, we will destroy it on completion of the transaction.

If you move to another employer, your records will be transferred to that employer's OH provider on request.

Complaints

To make a complaint about any aspect of our services, including data privacy, or to request any enforcement of your rights, email dp@bcerta.com and insert "Data Protection Request" in the subject line of the email or call us on 0044 141 243 2592.

If you are not satisfied with our response to a data protection issue, you can complain to the UK Information Commissioner's Office on 0044 131 244 9001, email scotland@ico.org.uk or via their web site <https://ico.org.uk/>