



## Privacy Policy

Name:	Scottish Medicals
E-mail:	info@scottishmedicals.co.uk
Policy initiation:	09/12/2023

### **The type of personal information we collect.**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Medical and health records
- For those completing occupational medicals, details of employment.

### **How we get the personal information and why we have it.**

Most of the personal information we process is provided to us directly by you by email or through the booking website ([www.scottishmedicals.co.uk](http://www.scottishmedicals.co.uk)), to complete your occupational medical assessment or fitness to partake in recreational diving.

We may also receive personal information indirectly, from your GP or Consultant involved in your care.

We use the information that you have given us in order to:

- Assess and provide you with your certificate of fitness as per the Diving at Work Regulations, HSE and OEUK standards, or;
- Provide you with a certificate of fitness to dive for recreational diving.

### **When might we share your information.**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Where we have a legitimate interest and require more information about your health to form a decision around fitness, we may share your information with your

GP or other health professional involved in your care. We may also share your anonymised medical details with UKDMC diver specialists.

- b) Your consent will be requested prior to sharing with GP/health professionals/UKDMC diver specialists. You are able to remove your consent at any time by contacting [info@scottishmedicals.co.uk](mailto:info@scottishmedicals.co.uk)
- c) We have a legal obligation to:
- Provide your name, date of birth and fitness to dive to HSE within 28 days of your issued certificate.
  - Provide the HSE with your MA2 and supporting information in the event of an appeal or review.
  - Provide the OEUK Medical Advisor with copies of the medical record relating to a case that is under review.
  - Comply with the police, HSE, and OEUK to provide supporting information in the event of an incident enquiry.

### **How we store your personal information.**

Your information is securely stored on Cliniko, practice management software for clinics, and meets GDPR. Paper copies of MA2 diving certificates are kept in secure locked storage.

We keep your personal and medical information for 7 years. We will then dispose your information by removal from the database and professionally shredding of any paper copies held.

### **Your data protection rights.**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@scottishmedicals.co.uk](mailto:info@scottishmedicals.co.uk) if you wish to make a request.

**How to complain.**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@scottishmedicals.co.uk](mailto:info@scottishmedicals.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>