

For More Information

For more information on NHS Greater Glasgow & Clyde's GDPR Policy and accessing health records in general, please visit:

www.nhsggc.org.uk/patients-and-visitors/faqs/data-protection-privacy/

www.nhsggc.org.uk/patients-and-visitors/faqs/health-rights/access-to-records/

For more information on Information Governance please visit:

<https://www.informationgovernance.scot.nhs.uk/>

Occupational Health Service Contact Details:

West Glasgow ACH

6th Floor

Dalnair Street

Glasgow

G3 8SJ

Main Number: 0141 201 0600

Email: occupationalhealth@ggc.scot.nhs.uk

Website: www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/



GDPR and accessing your
Occupational health records



How is my confidentiality protected?

The OHS is committed to protecting the confidentiality of everyone attending/contacting our service. Your OHS record will be securely maintained in accordance with the GDPR and ethical guidelines outlined by the Faculty of Occupational Medicine (FOM) and according to regulations stipulated by the General Medical Council (GMC), Nursing and Midwifery Council (NMC) and the Chartered Society of Physiotherapists (CSP).

Your records are stored electronically on a separate system from all other NHS records. NHS Greater Glasgow & Clyde (NHSGGC) is the overall data controller but only you & the Occupational Health Service have access to your records.

You have the right to see or request a copy of your Occupational Health record. You must request this in writing.

Although we must provide this information free of charge, if your request is considered unfounded or excessive or if you request the same information more than once, we may charge a reasonable fee.

You may not be able to see information which could cause serious harm to your mental health or anyone else's or that identifies another person (except members of NHS clinical staff who have treated you).

If you would like to request a copy of your Occupational Health record, you can do this by contacting:

Administration Team
Occupational Health Service
6th Floor
West Glasgow ACH
Dalnair Street
Glasgow G3 8SJ

Email: occupationalhealth@ggc.scot.nhs.uk

Information you will need to provide:

- Full name (previous last name if applicable)
- Date of Birth
- CHI number (if known)
- Address including postcode (please include any previous addresses).
- Contact phone number.
- The information you require to be provided.
- A copy of your ID e.g. passport, driving licence, bus pass, student card.

Requesting a copy of your immunisation history:

Please either write to the service or email using the contact information above. Please include:

- Full name (previous last name if applicable)
- Date of Birth
- Address including postcode
- Contact phone number.