

## Privacy Statement

### Introduction

Zoinomics is a Health and Wellbeing and Ergonomics Consultancy Business registered with the Information Commissioners Officer as data controllers. In this capacity it is committed to safeguarding your privacy. This document explains how we collect, use and keep information in accordance with EU General Data Protection Regulation.

Zoinomics provides musculoskeletal workplace assessment services which requires the collection and processing of both personal and sensitive data from service users, who are referred to as “data subjects”. The lawful basis for collecting data is categorized as “consent” and includes special data for the purposes of occupational health and for the assessment of the working capacity of an employee. The data will be collected by an assigned assessor who is also registered with the (ICO) as a data controller.

Data gathered is compiled into a report and passed on to the assessment facilitator. The data subject can also request a copy of the report.

Zoinomics only ever collects personal information that has been freely given to us. This includes information such as name, job role and work pattern, but may also include some sensitive medical information required to provide an appropriately detailed ergonomics assessment and for which consent has been provided.

Information is collected via:

- Email and telephone enquiries and requests from an employer via the employee who is commissioning our services (e.g. Human Resources, Occupational Health, Facilities Coordinator, Health and Safety Officer or Line Manager).
- Information given freely to at the time of an Ergonomics Assessment and for which consent to collect and use, as outlined below, has been given.

## **Use of Information – why we need your information and how we collect and store it**

We use personal data in order to arrange on-site ergonomics assessments, and where we have obtained informed consent, to carry out an on-site Ergonomics Assessment and to provide an Ergonomics Report in order to comply with legal or regulatory obligations.

We collect personal data, including some sensitive data, for several key reasons:

- To arrange an on-site assessment
- To carry out an appropriate Ergonomics Assessment with your consent
- To provide appropriate ergonomics advice to you and make appropriate workstation adjustments
- To assess the suitability for you of any recommended products
- To prepare an Ergonomics Report outlining assessment findings and recommendations. Any sensitive medical information provided at the time of the assessment will not be included in the report unless it has been discussed with you and you have given your consent for its inclusion.
- To provide an electronic copy of the Ergonomics Report to you or your employer
- To comply with legal and regulatory obligations

## **Information Sharing**

Apart from sharing the Ergonomics Report with the subject and/or the employee from within the company or organization who commissioned the report, we share limited information for very limited reasons and in very limited circumstances, that is which is necessary to comply with other legal or regulatory obligations such as those relating to Medical or Occupational Health records, or other legal or regulatory requests. We do not share any information with Third Parties.

Individual Employer's GDPR Policy will cover any internal sharing of the ergonomics report we provide, such as between the employee commissioning the report and another employee or department, such as HR.

## **Security**

We use organisational, technical and physical security measures to safeguard personal information, including:

- Pass-code and password protected devices to secure against unauthorized access
- Back-ups on external hard drive and secure cloud storage.
- Computer system with latest updates installed and firewalls.

## **Retention of Personal Information**

To comply with legal and regulatory obligations we are obliged to retain and store securely personal data, namely the Ergonomics Report and a scanned copy of any sensitive information and consent form, for a period of 10 years unless we are required to keep it for longer periods because of legal changes, regulations or litigation, or we have legitimate reasons to do so.

All data is stored electronically on a secure computer system as outlined above. Any data recorded on paperwork, such as used during the assessment process, is securely shredded once it is no longer required for the preparation of an electronic report.

When any other personal data is no longer required, such as emails from the individual from your company or organization who commissioned the Assessment, we will take reasonable steps to securely remove it within an appropriate timeframe.

## **Access and rights**

Individuals whose personal data has been collected and stored have certain rights to access, update, erase, change or correct said information except where legal and regulatory reasons overrule these rights. They have the right to request a copy of the personal data we hold by contacting us using the contact information below.

## **How to contact us**

For the purposes of EU data protection law, Zoinomics Ltd. is the Data Controller, and we can be contacted by post at 8 Brambling Close, Greenhithe, DA9 9TA, U.K.

A response to the data subjects request will be provided and action taken if applicable, within one calendar month from receipt of the request.

If there is an incident of a breach of data protection within Zoinomics Ltd, this will be investigated within 72 hours of notification. Relevant parties will be informed without undue delay