

## CONSENT FORM

### YOUR PERSONAL DETAILS

YOUR FULL NAME			
YOUR ADDRESS:			
POSTCODE:		DATE OF BIRTH:	
PERSONAL EMAIL:			

**Please note:**

- Failure to complete this form will invalidate consent.
- We will only forward copies of reports to private email addresses. If the email address is not provided above or if given, is in doubt or unreadable please note that this will result in correspondence being sent by post and we will only send to the address provided above.
- We require a consent form to be completed for each consultation.

NAME OF EMPLOYER:	
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### CONSENT FOR CONSULTATIONS AND REPORTS

I, the Employee, confirm that I have been informed by my employer/employer representative of the purpose of, and I have agreed to take part in, this occupational health referral.

If a face to face consultation is being requested I understand that this consultation might incorporate a physical examination and such additional tests as the examining clinician might feel necessary, the nature of which will be explained to me.

#### Consultation Report

I hereby agree to a report being provided to my employer/employer representative on the basis of the medical information received by Medigold Health Consultancy Limited (Company number: 03507491) a company registered at Medigold House, Queensbridge, Northampton NN4 7BF (or its group companies, subsidiaries or appointed representatives, including medical practitioner's acting on its behalf) ("Medigold Health"), including any written or verbal information that I have provided for Medigold Health, or any information received by Medigold Health from other health practitioners.

I understand that any report will include appropriate information and recommendations about my medical condition(s) in relation to my current and potential future fitness for work. I understand that copies of any documentation generated by Medigold Health's subsidiaries or appointed representatives will be provided to Medigold Health, to form part of my occupational health records.

A copy of the report will be automatically sent at the same time to you and your employer/employer representative unless you request otherwise. Please note that the report will be sent to you by password protected email, unless you indicate otherwise or fail to provide a private email address.

If you wish to receive a copy of the report prior to your employer/employer representative, you must inform Medigold Health within 24 hours of the consultation date/time. Request should be forwarded to: [consent@medigold-health.com](mailto:consent@medigold-health.com).

If you have requested that we send a copy of the report to you prior to your employer/employer representative, a report will be automatically sent to your employer/employer representative three working days after the report has been sent to you, unless you indicate otherwise, if sent to you by email. If the report is sent to you by post, the report will be automatically sent to your employer/employer representative four working days after the report has been posted to you, unless you indicate otherwise.

Responses to any additional queries raised by your employer/employer representative will be provided in accordance with this consent.

Although we will usually rely on consent for the processing of your personal data, in certain circumstances, if we are advised by your employer/employer representative that your role is safety critical or become aware that your continued performance of your working role will endanger the safety and well-being of others, we will send to your employer/employer representative a statement of fitness to advise what restrictions should be placed on your working role or your fitness to undertake that role. We may send a statement of fitness before we send a full report to you or your employer/employer representative. That statement of fitness will contain only the minimum amount of personal data necessary.

**By signing below, I understand that in agreeing to this occupational health referral my personal data will be processed in accordance with this form and the Privacy Notice as set out on the overleaf (or can also be accessed via our website on [www.medigold-health.com](http://www.medigold-health.com)).**

This form supersedes all others.

Signature : X..... Date: X.....  
Please note that we do not accept electronic signatures

## PRIVACY NOTICE

This privacy notice explains how we process any personal or sensitive information we collect about you when you are referred or access our occupational health services.

### CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notice under regular review.

### WHO ARE WE?

Medigold Health Consultancy Limited (including its group companies or subsidiaries) ("**Medigold Health**") has its registered office at Medigold House, Queensbridge, Northampton NN4 7BF.

At the time this notice was produced Medigold Health's group companies included:

- Ablemed Health Ltd
- IMASS Group Ltd
- Hampton Knight

### OUR DATA PROTECTION OFFICER

Our Data Protection Officer is Mrs G Foster, you can contact her using the following email address: [dpo@medigold-health.com](mailto:dpo@medigold-health.com)

### PERSONAL DATA – WHAT IS IT?

Personal data' means any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier. The processing of personal data is governed by the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (the "**GDPR**").

### SENSITIVE DATA – WHAT IS IT?

Personal data of an individual, the data subject, relating to any of the following:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- data concerning health;
- data concerning sex life or sexual orientation;
- genetic data; or
- biometric data where processed to uniquely identify the data subject.

### PROCESSING YOUR DATA

#### HOW AND WHY WE USE YOUR PERSONAL DATA?

Medigold Health carries out a range of occupational health services. We process and collect health information where this is necessary for the protection of health and safety, to prevent discrimination on the grounds of disability, and to provide advice to your employer or employer representative on fitness to work.

#### WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

We process and collect information about you and your health when you are referred to us as part of your employer's occupational health service, as part of your application of early retirement due to ill health or when you access any of our medical services including role specific medicals (for example, for work in confined spaces), statutory health and safety requirements (for example, relating to hand arm vibration) , for the provision of other services such as alcohol and drug testing, or wellness events. Data may include written, visual or audio formats.

#### WHERE DO WE OBTAIN YOUR PERSONAL DATA?

Your personal data may come to us via a referral from your employer or employer representative, your GP or Consultant or a provider of additional services such as physiotherapy or counselling. Alternatively, we may obtain personal data directly from you. Data provided by your employer or employer representative may be in written, visual or audio format.

#### HOW DO WE PROCESS YOUR PERSONAL DATA?

Medigold Health complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of personal data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

#### SHARING YOUR PERSONAL DATA

The main purpose of occupational health is to provide medical advice to your employer or employer representative, so data will be shared with them, but only with your consent.

Your personal data will be treated as strictly confidential, and will only be shared with third party clinicians or providers of services such as counselling, physiotherapy or additional assessments. We will only share your personal data with third parties if you provide us with your consent, the sharing of your personal data is required by law, there is a substantial public interest for us to do so (such as a danger to the wider public), or the disclosure of your personal data is of overall benefit to you when we believe that you lack the capacity to consent. Where we do not rely on your consent to share your information data we will only disclose the minimum amount of information necessary, avoiding releasing personal data where possible.

#### HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

Medigold Health will retain your personal data, your occupational health file, only for as long as we need that personal data for the purposes of the processing. At the most, we will retain your personal data for 6 years post-employment or in agreement with your employer's retention notice or statutory / legal requirements.

#### WHERE DO WE PROCESS YOUR PERSONAL DATA?

We do not process any of your personal data outside of the European Economic Area.

#### CONSENT

Medigold Health will seek your explicit consent to process your personal data with regards to the occupational health referral and process. This is the legal basis on which we will rely on to process your personal data.

You have the right to withdraw your consent at any time. Please note that should you withdraw your consent, your employer or employer representative may choose to act on the information they have to hand.

Please note that failure to provide appropriate information may lead to our clinicians being unable to provide a medical opinion on fitness or adjustments.

#### WHAT ARE YOUR RIGHTS?

**Right of access.** The GDPR gives you the right to access copies of the personal data held about you. Your right of access can be exercised in accordance with the GDPR. The first copy of the personal data held about you will be provided free of charge but any subsequent copy will be subject to a reasonable fee based on the administrative costs of providing copies of the personal data to you.

**Right to request an electronic copy of your personal data.** Where you provide personal data you have the right to be provided with a structured, commonly used and machine-readable copy and have the right, in certain circumstances, to ensure that we transmit that personal data to a recipient of your choice without hindrance (the right to data portability).

**Right to correct.** You have the right to ensure that we correct the records of any personal data held about you which are inaccurate. You also have the right to ensure that we complete any incomplete personal data held about you.

**Right to erasure.** You have the right to ensure that we erase your personal data (the right to be forgotten).

**Right to restriction.** In certain circumstances, such as where you have contested the accuracy of personal data, you have the right to restrict our processing of your personal data. That means that we will hold your personal data on file but that we cannot process that personal data. We will inform you if for any reason the restriction on processing your personal data is lifted.

Where any rectification or erasure of personal data or restriction of processing has taken place we shall communicate any rectification to you or erasure or restriction of processing to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort. We shall, if you request, inform you about those recipients.

**Exercising your rights.** If you wish to exercise any of your rights, or if at any point you believe the personal data we process is incorrect, you can request to see this personal data. If you would like a copy of the personal data about you that we process, or if you wish to have that personal data transferred to another company or organisation, please contact us at: [datarights@medigold-health.com](mailto:datarights@medigold-health.com) or by accessing our online portal at <https://www.medigoldone.com/Display/DataRightsRequest/>

If you wish to raise a complaint on how we have handled your personal data, please contact our Data Protection Officer, Mrs G Foster, [dpo@medigold-health.com](mailto:dpo@medigold-health.com)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at <https://ico.org.uk/>

Further information about how we process your personal data can be accessed via our website [www.medigold-health.com](http://www.medigold-health.com).

Privacy Notice Revision: GDPR02a-28/06/2018-Rev4