

## **Privacy Notice**

Sheffield Occupational Health Advisory Service (SOHAS)

10 December 2025

SOHAS is committed to protecting your privacy and handling your personal information safely, lawfully, and transparently.

### **1. Information we collect**

We may collect your contact details, information you provide during advice sessions, records relating to your health, work situation, or case, and any correspondence or documents you share with us. This may include sensitive personal data, which we only process with your consent or another lawful basis.

### **2. How we use your information**

We use your personal data to provide advice, support and casework services, maintain accurate records, contact you about your case, improve our services, and meet legal and monitoring requirements. We only collect information that is adequate, relevant and not excessive for our purposes.

### **3. How we store and protect your information**

We keep your information secure and confidential. Paper records are locked away and accessible only to authorised staff or volunteers, who have signed a confidentiality agreement. Electronic records are password protected and held on secure systems, including when staff work in GP surgeries or off-site. Information is kept only for as long as it is needed and then securely destroyed.

### **4. Sharing your information**

We only share your personal or sensitive data with your permission or when we are legally required to do so. This may include referrals or partner agencies involved in your case. We do not share your information for marketing purposes, except where written consent is given and any such data will be anonymised.

### **5. Research and data collection**

We may collect and use personal data to collate information for research purposes, to improve our services, or for monitoring purposes. For research projects, we will only gather and store data once you have signed the relevant consent forms. Data may be shared with research partners and used for monitoring and evaluation purposes. Any data gathered will be anonymised and managed in line with UK GDPR law.

### **6. Your rights**

As per UK GDPR regulations, you have the right to:

- Access the information we hold about you
- Request corrections if data is inaccurate
- Ask us to stop certain types of processing
- Request deletion where appropriate
- Object to the use of your information for marketing purposes

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### **7. Data Controller**

The SOHAS Chief Executive acts as the Data Controller and is responsible for ensuring compliance with data protection law (UK GDPR). Contact details: [sohas@sohas.co.uk](mailto:sohas@sohas.co.uk).

### **8. Changes to this notice**

We may update this Privacy Notice to reflect changes in legislation or best practice.

For more information on UK GDPR regulations please see: <https://ico.org.uk/for-the-public/>