

# Privacy Policy

This policy sets out how we process any personal data we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you when you visit this site. By visiting [www.healthscreenuk.co.uk](http://www.healthscreenuk.co.uk) (our website) you are accepting and consenting to the practices described in this policy.

## Types of information we may collect from you

We may collect, store and use the following kinds of personal information about individuals who visit and use our website:

## Information you supply to us.

You may supply us with information about yourself by filling in forms on our website and/or questionnaires and other paperwork that we provide as part of the health surveillance programme. This includes information you provide when you submit an enquiry or complete medical questionnaires, leave a review and also when you purchase through our online shop. When you contact us we may ask for the following information at various stages of the process of yourself / employees, (employees are asked to provide their own personal information themselves):

- Your name
- Your Work Title
- Your email address
- Your phone number
- Your address and postcode
- Your Date of Birth
- What health surveillance you / your employees require
- Your Doctors information
- Access to your medical records
- Previous medical history

- Current medical conditions
- Medication you are taking
- If you are a smoker
- Weight
- Height
- Gender
- Nationality

This information is used for occupational health purposes only and is not disclosed without your written/signed consent. We store your information for a minimum of 40 years from the last date of your last appointment with us. Your personal records can be destroyed by Healthscreen with written, signed consent.

You may also supply your details to us if you purchase something in our online shop.

We use a third-party website to take your personal and payment information during checkout - the website is called Paypal and you can read their privacy policy [here](#).

Paypal asks you for the following information, which you may have to enter during checkout if you do not already have a Paypal account:

- Your preferred shipping address
- Your preferred billing address
- Your name
- Your date of birth
- Your email address
- Your nationality

The above data is collected and stored by Paypal. Hear4u receives the following data from Paypal about you:

- Your preferred shipping address
- Your preferred billing address
- Your name
- Your email address

Lastly, we have a "leave a review" feature on our website where customers can leave a short review of our service. The only personal information we ask for here is your name. We store this in our online website database, which is managed by Audiology Engine, you can view their privacy policy to see how they store your name [clicking here](#).

## How we may use the information we collect.

### Information from contact enquiry

We use your contact information to send you a cost proposal based on your requirements.

We hold your details (as specified above) in our database, which is password protected, for 40 years. You can contact us and have your details removed from this at any time. We also hold paper based information in a locked storage cupboard for 40 years, you can request this information be destroyed at any time.

### Information from Occupational Health Surveillance

We use your information to ensure your health and safety within the workplace and to allow your employer to introduce procedures and safety measures to help prevent work related health illness or disease. We also use the information you provide to allow us to help diagnose and/or prevent developing/existing work related conditions from deteriorating.

### Information from "leave a review"

We display your name against your testimonial on some pages of our website.

### Information from online sales

We use the information about you and the sale to ship the product(s) you purchased to you.

## Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. We use the following cookies:

## Google Analytics

Google Analytics store some data about every visitor to our website, we can then view this data to see, for example, which blog posts are most popular with our readers. Google Analytics does not store any personal information, for example, it is impossible for it to know your name or address - the data we can see about who visited the website is anonymous. You can opt out of Google Analytics by following this link <https://tools.google.com/dlpage/gaoptout/>. You can read Google's privacy policy here <https://policies.google.com/privacy?hl=en>.

## Your rights – access to your personal data

You have the right to ensure that your personal data is being processed lawfully. Your access right can be exercised in accordance with data protection laws and regulations. Any access request must be made by emailing [Sophie.nash@healthscreenuk.co.uk](mailto:Sophie.nash@healthscreenuk.co.uk). We will provide your personal data to you within the statutory time frames. If you have a complaint about how we have used your information, you have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/>).

## Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on our website. Please check back frequently to see any updates or changes to our privacy policy.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [kerry@healthscreenuk.co.uk](mailto:kerry@healthscreenuk.co.uk)

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