

Retaining and transferring health records

6.1.1 Health assessment information should not form part of an individual's personnel record for reasons of confidentiality, but should be retained separately on their electronic staff record or other personnel record system only accessible by the occupational health service, in line with data protection requirements. It is permitted for reports or summaries to be held on an individual's personnel record, where this has been agreed with the individual.

6.1.2 Employers must refer to Records Management Code of Practice for health and social care which can be found on the NHS England website. The Code provides a framework for consistent and effective records management based on established standards.

Further useful information

7.1.1 On the NHS Employers website you can find information, guidance and resources on sickness absence, protecting staff, preventing ill health and implementing health and wellbeing strategies.

7.1.2 NHS Health at Work is a network of occupational health teams offering advice, influencing, and advising government and other bodies on occupational health in the NHS. For further information, visit the NHS Health at Work website.