Occupational Health Smart Card Notification of Changes
Action for Doctors

The Occupational Health Smart Card (OHSC) system has recently been upgraded to comply with latest Government IT security requirements. As a consequence all OH Smart Card holders need to present their OH Smart Card to their local OH or HR department for updating as soon as possible. OH Smart Cards which have not been presented for updating will be invalidated from 31 October 2008.

Annex A of this document has a fair collection notice which, in accordance with the Data Protection Act 1998, provides details of the OHSC scheme. You may wish to keep this notice in a safe place for your records.

Further information can be obtained from TSSI’s website at www.ohsc-uk.com or from the OHSC section of NHS Employers’ website at www.nhsemployers.org. Alternatively you can call the TSSI OHSC helpdesk on 08450 707898.
Annex A

Data Protection Act – Fair Collection Notice
TSSI Systems Ltd operates the OHSC scheme on behalf of the Department of Health and the Welsh Assembly Government. By agreeing to this statement you are giving your initial or continued consent for TSSI to process your information in accordance with current Data Protection Legislation.

What is the Occupational Health Smart Card System (OHSC)?
The Occupational Health Smart Card (OHSC) system is used by NHS trusts in both England and Wales. The OHSC scheme was first deployed in 2001 and is designed to support the streamlining of occupational health pre-employment checks. The OHSC system is operated by TSSI Systems Ltd on behalf of the Department of Health and the Welsh Assembly Government.

What data is stored?
We will store the personal information (e.g. name and photograph) that you provided to us when you first applied for an Occupational Health Smart Card. In addition, the OHSC system also stores more sensitive health data (e.g. Hepatitis “B” immunisation status) that are required by a trust’s occupational health department.

Why do you need to store it?
Before you commence employment at a trust, it is essential that the trust conduct a series of pre-employment tests. The data stored on OHSC is used by a trust’s occupational health and human resource departments as part of the pre-employment checks. Pre-employment checks take place before you start employment and each time you move within the NHS.

Where is my data stored?
Your data is stored on servers maintained by TSSI Systems Ltd. TSSI Systems Ltd is required to adhere to the Data Protection Act 1998. All data collected is held on secure servers.

Can I request a copy of the data?
Yes, you have the right to ask for a copy of information held about you in our records, by writing to Mr. P Launchbury, Data Protection Manager, TSSI Systems Ltd, Rutland House, Hargreaves Road, Groundwell Industrial Estate, Swindon, SN25 5AZ. You can also request a copy of this information from any NHS trust within England and Wales on production of your Occupational
Health Smart Card. Please note that some trusts charge an administrative fee for such requests.

**Who can view the data?**
- The data can be viewed by the OH and HR departments within the NHS trust where you are currently employed or an NHS trust where you are currently seeking employment.
- Only the occupational health department can view your sensitive OH health data.
- You can temporarily allow any OH department to view your sensitive OH health data if you are present and use your own OHSC card to permit them to view your OH data.
- Your sensitive OH health details cannot be viewed by any third party and will not be disclosed by TSSI Systems Ltd unless it is required to do so by law.
- TSSI Systems Ltd staff will have access to data for database maintenance purposes only. TSSI will from time to time use your employers address to forward information to you.
- The data is never accessed outside the European Economic Area.

**What will the data be used for?**
- For assisting OH and HR departments with pre-employment checks.
- To produce anonymised, centralised reports as required by the Department of Health and Welsh Assembly Government. These reports cover the general use of OHSC and are used to help in future developments and improvements to the system.