

## GDPR – Privacy Notice

Screen4 Ltd provides a Drug and Alcohol screening Service. As both a Data Controller and Data Processor under the General Data Protection Regulations 2018 (GDPR) we are committed to protecting your data protection rights in line with the act. Screen4 Ltd collect, process, and store personal data, as part of their working activities, in line with the GDPR, as well as Screen4's policy.

### The categories of information that we collect, hold and share include:

- Personal information (such as name, address, mobile number, post code, Date of birth)
- Characteristics (such as ethnicity, nationality, gender)
- Identification Information (such as passport number)

### Special Categories

Previously known as sensitive personal data, this means data about an individual which is more sensitive,

The special categories of data we hold are:

- Health Record (Medication)
- Laboratory Analysis Report
- Ethnicity

### Who will collect/handle your data:

Data will be collected and handled by Screen4 employees:

- Drug & Alcohol Technicians
- Occupational Health Technicians
- Administration staff
- Operations Manager

### Legal basis under GDPR and Data Protection Act 2018

- processing personal data is necessary for the performance of a contract
- or if requested by the data subject, for the preparatory steps to enter into a contract.  
This request does not have to be expressly worded – if prospective patients and/or clients complete a purchase to use the services of Screen4 Ltd, then their request to process the data is implied.
- **Article 6(1)(b)** - the processing is necessary for the performance of a contract to which the data subject is a party; or. In order to take steps at the request of the data subject prior to entering into a contract.

### When collecting Special Category Data

- **Article 9(2)(h)** – the processing is necessary for the management of health/social care systems or services/ medical diagnosis.
- Data Protection Act 2018 – Schedule 1, Part 1, (2) (2) (f) – health or social care purposes.

### The information will be used to

- Report results of Breath and Urine/Saliva/Blood/Hair samples obtained through instant POCT's and results that have been provided from the Laboratory after a drug confirmation has been carried out.
- Communicate our product and service information.
- To dispatch our product.
- To report the results of an MRO report.

## Data is collected from

- Chain of Custody Form - This information is used to identify the donor of a Breath or Urine/Saliva/Blood/Hair sample. We will only be providing your employer/company representative with the results of the samples with your written consent.

## Length of time Data is held

Samples collected and the personal data obtained on the Chain of Custody forms are held by Screen4 according to requirements or set regulations:

- Negative Results – 3 months
- Non Regulatory Positive Results – 12 months (as advised to assist with any claims of “B” sample challenges)
- GCAA Regulations – 5 Years
- Network Rail – 10 Years
- Controller Instructed – Screen4 hold data for the timescale instructed by the controller.

## How will my information be stored

Your information will be stored on a secure electronic management system which complies with GDPR regulations, paper records will be stored in lockable metal cabinets with restricted access.

## Who will my information be shared with

Chain of Custody Form data will be sent to a UKAS accredited Laboratory in order to carry out analysis on samples provided by you for the provision of services requested by you or your employer.

Laboratory Results, MRO reports and Copies of the Chain of Custody Forms will only be sent to the nominated company representative with your written, informed consent.

Reports will only be sent to those individuals approved by your employer as the representative of your employer consented to by you in the declaration on the Chain of Custody Form.

We will not share information about you with third parties without your consent unless the law allows us to.

If you require onward referral of external support such as Occupational Health Physician, we will inform you of this and obtain your consent to release your personal details.

## How will my information be disposed of

Your records will be disposed of in accordance with GDPR. Paper based information will be securely shredded and electronic data will be securely deleted from all electronic equipment.

## What are your rights?

You have the right to be

- Right to be informed of what data we collect via this Privacy Notice
- Right of access – you have the right to request access to your personal data at any time
- Right to rectification – you have the right to request rectification or amendment of your personal data
- Right to erasure – you have the right to request us to delete or remove your personal data and we will delete it if there is no legal reason for us to keep it, such as Health and Safety Legal requirements.
- Right to restrict processing – you have the right to request us to restrict onward processing of your personal data, including Marketing

## Who to contact

If you require any further information and/or would like to request any of your rights above please contact the Operations Team on 01226 654654 or [operations@screen4.org](mailto:operations@screen4.org).