

## Healix Privacy Notice

Healix is committed to a high standard of data protection and information security as demonstrated by our ISO27001 Certification and compliance with applicable law (including the General Data Protection Regulation and the UK Data Protection Act 2018). The purpose of this Privacy Notice is to describe how Healix collects, uses, retains and discloses your personal information.

Healix International Limited (Healix) with registered address at Esher House, Esher, KT10 8AB, UK, will process your personal data for the purpose of providing medical screening. Healix will be acting as a Data Controller.

When you complete the medical screening Healix medical staff will use this information to assess the risk associated with your deployment. The result of the medical screening, but no details of the medical information, will be shared with your employer and if required their insurer.

In certain circumstance it may be necessary to share additional information to support the assessment however Healix will never share any medical information with your employer or their insurer without your explicit consent. Your consent will be obtained via a dedicated Consent Form that you must return to Healix. The Consent Form outlines the criteria for sharing the data with your employer and if required their insurer, and details your rights under the General Data Protection Regulation (GDPR).

Healix always aim to minimise the amount of data processed and in particular the sensitive personal data. Healix has strict organisational and technical measures in place to protect your data at all times.

Healix rely on the following legal basis for processing your personal and sensitive personal data for the purpose of providing medical screening:

- 📄 General Data Protection Regulation Article 9.2.(h): for the assessment of the working capacity of the employee.

Healix rely on your consent to:

- 📄 Share your personal data with the employer.

Consent can be withdrawn at any time up until the moment the personal data is disclosed.

You can withdraw your consent either by sending an email containing the relevant information to [privacy@healix.co.uk](mailto:privacy@healix.co.uk) or sending a letter to Healix Group Data Protection Officer as detailed below.

### Personal information, use and disclosure

The following table lists the main types, but not all, of personal information collected by Healix, the purposes for which it is used and who it is disclosed to.

Personal Information	What it is used for (Purpose)	Who is it disclosed to?
Contact information such as name, address, email address, telephone number, date of birth, reference numbers, reasons for travelling, other contact or identification information.	<ul style="list-style-type: none"> <li>↗ To positively identify and communicate with you in order to provide the service requested.</li> <li>↗ Assisting insurers and/or Clients to confirm eligibility or cost authorisation where required.</li> <li>↗ Compliance with Healix legal obligations, including in relation to the administration of public health.</li> </ul>	<ul style="list-style-type: none"> <li>↗ Persons or organisations involved in providing you with services, or components of services, including medical professionals, allied health and care providers, insurance providers, broker or underwriters. Companies in the Healix Group.</li> <li>↗ Government agencies or other persons/organisations involved in provision of medical treatment, public health administration and disease control.</li> <li>↗ Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems.</li> </ul>
Health information including your medical history, vaccination history, any current conditions you may be suffering, any restrictions on travel, your diagnosis and prognosis, and details of medical treatment received or recommended.	To enable Healix to provide the requested service.	
Details of treating medical professionals, any associated reports or information.	To enable Healix to provide the requested service.	

Healix may also disclose information to public authorities in order to comply with legal and regulatory obligations such as fraud and money laundering prevention.

### Collection

Whenever it is reasonable or practicable to do so, Healix will collect your personal information directly from you. In the event that you do not consent to Healix collecting, using and disclosing your personal information as described above, we may be unable to provide the services requested by you or your employer.

### International transfer

If necessary in order to provide the service, we may transfer your personal information cross border to recipients in countries including but not limited to the EU, New Zealand, US and the country in which you or the employer are receiving the services, as applicable.

### Children

Healix do not knowingly collect Personal Information from anyone under the age of 13 without obtaining the consent of the holder of parental responsibility over the child. If you are under 13, please do not send any Personal Information about yourself to us. If we learn that

we have collected Personal Information from a child under the age of 13 without the appropriate consent, we will take action to delete that information as quickly as possible.

### Your rights

You have the right to:

- ↗ Access a copy of the personal information held by Healix.
- ↗ Correct the information if it is inaccurate.
- ↗ Complete or clarify the information if it is incomplete or equivocal.
- ↗ Erase the information if it has been collected without adherence to legal requirements.
- ↗ Complain if you consider Healix has breached its privacy obligations.

### Subject access right

You have the right to access Personal Information held about you. To do so you must provide a written request to Healix including as much information as possible (reference number, dates, specific issue etc.) to enable us to comply with your request as quickly as possible. Please see contact details below.

### How to make a complaint

If you have any concerns or a complaint regarding our collection and use of your Personal Information, or a possible breach of your privacy, please send them to: [privacy@healix.com](mailto:privacy@healix.com) or write to us at the address listed below.

We will treat your requests or complaints confidentially and contact you within a reasonable time after receipt of your complaint to address your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in a timely and appropriate manner.

If you do not believe your complaint is managed appropriately you have the right to escalate the complaint to the applicable Data Protection Authority. Please request information from the Data Protection Officer using the Contact Details below.

### Contact details

Any questions, comments or requests regarding this policy should be addressed to the Data Protection Officer at: [privacy@healix.com](mailto:privacy@healix.com)

Or by mail:

#### **Group Data Protection Officer**

Healix, Healix House  
Esher Green, Esher  
Surrey, KT10 8AB  
United Kingdom

You can also find the regulatory information on the Healix Group of Companies at <http://healix.com/regulatoryinfo>.

This Privacy Notice was last updated August 2019.