Transfer of Occupational Health Records
After a thorough and competitive tendering exercise, the University has appointed Heales Medical to
provide Occupational Health services to the University from 1 August 2019. The Occupational Health
service will continue to be provided on the University campus. The University is working with Heales
Medical and the current provider, Robens, to ensure a smooth transition.
Heales Medical are a specialist Occupational Health provider with considerable experience of
delivering Occupational Health Services to a range of organisations.
As part of the transfer of the service, Robens will be transferring all Occupational Health records
they hold for University staff and former staff to Heales Medical. This includes, for example, records
relating to pre-employment health questionnaires, management referrals, staff self-referrals and
health surveillance. As these records usually have to be kept for six years (or longer in the case of
health surveillance records), the transfer will include records for former staff of the University.
Heales Medical will keep all personal data secure and confidential in accordance with Data
Protection legislation.
Former staff that do not wish to have their Occupational Health records held by Heales Medical,
should contact the University’s Data Protection Officer at dpo@sussex.ac.uk . The Data Protection
Officer can advise on your rights under Data Protection legislation, including whether you can
request the erasure of your Occupational Health records.
If you have any general queries about the transfer of Occupational Health services, please contact
Sarah Cox, HR Business Partner at s.j.cox@sussex.ac.uk.