



HUMAN RESOURCES

OCCUPATIONAL HEALTH AND WELLNESS

Occupational Health and Wellness Privacy Statement

The mandate of the University's Occupational Health and Wellness (OHW) unit is to integrate health promotion and disease prevention strategies so faculty and staff optimize their contributions to the University. OHW implements and administers a comprehensive Health and Wellness program and provides core services to the University in the areas of health and disability management, occupational health surveillance, safe return to work and accommodation, ergonomic assessments and wellness initiatives. OHW does not provide health care to faculty and staff.

Personal information (including personal health information) is collected, used and disclosed for the purpose of providing core services and fulfilling the unit's mandate. Information on the collection, use, storage and disclosure of your personal information and personal health information is set out below. By accessing the services of OHW, individuals consent to the collection, use and disclosure of the information as set out in this Privacy Statement.

OHW is committed to maintaining the confidentiality and security of your personal information and your personal health information.

Collection of Personal Information

OHW collects your personal information directly from you. Your personal information may also be collected from other sources if consent to do so has been obtained from you and if the law permits. The personal information that is collected may include your name, age, date of birth, address, medical notes/assessments, restrictions for safe return to work and/or accommodation and health surveillance information.

Uses and Disclosures of Personal Information

Personal information may be used and disclosed for the following purposes:

- To provide core services
- To comply with legal and regulatory requirements, and
- To fulfill other purposes as permitted or required by law.

Access and Withdrawal of Consent

Subject to applicable legislation, individuals may request and obtain a copy of their personal information.

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The withdrawal of consent (though permissible) may prevent the University from fulfilling its duty to accommodate, may delay or preclude a return to work and may be viewed as a failure of an individual's obligations to cooperate in the accommodation or return to work process. Where disclosure of personal information has been made on the basis of consent, OHW is not required to retrieve the information that has already been disclosed.

Storage and Security

- OHW takes reasonable steps to securely store personal health information and protect it from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal.
- OHW conducts audits and investigations to monitor and manage our privacy compliance.

How to Contact Us

If you have any questions about Occupational Health and Wellness' privacy practices, contact us at:

University of Guelph
50 Stone Road E
Guelph, ON N1G 2W1

Attention: Michael Dunstan Manager, Occupational Health and Wellness

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