



IPSWICH
BOROUGH COUNCIL

Privacy Notice – Health & Safety

Introduction	<p>The Health & Safety Team has provided this privacy notice to help you understand how we collect, use and protect your Personal Data which we hold in order to comply with health and safety legislation relating to both the general public and staff. When reading this document please note that we use the terms 'Personal Data' and 'Personal Information' interchangeably.</p> <p>The document below will describe how we may collect and process your personal information.</p> <p>The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the United Kingdom General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>For information on how we generally process and protect your personal information please view our Privacy Notice, which can be found at https://www.ipswich.gov.uk/content/privacy-policy.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit. She can be contacted at dataprotection@ipswich.gov.uk</p>
Definitions used in this Notice	<p>Personal Data means any information related to an identified or identifiable living individual- known as a 'data subject'.</p> <p>An individual is regarded as identifiable if they can be identified ,directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data or an online identifier such as an IP address or cookie identifier. Alternatively they can also be identified by one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.</p> <p>Special Personal Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data (where used to identify a person), health, sex life or sexual orientation. Records of personal data relating to criminal convictions and offences and allegations must be treated in a similar way.</p> <p>Processing means any operation which is performed on information such as. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p>



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	<p>Your personal data is being processed under Article 6(c) [legal obligation] or Article 6 (e) [public task]. Where we collect and use special category data, it will be under one of the following lawful bases:</p> <ul style="list-style-type: none"> • Article 9a: explicit consent • Article 9f: exercise or defence of a legal claim • Article 9g: reasons of substantial public interest: equality monitoring • Article 9g: reasons of substantial public interest: statutory or government purpose <p>The legislation that allows us to process your data includes:</p> <ul style="list-style-type: none"> • Limitation Act 1980 • Reporting on Injuries, Diseases and Dangerous Occurrences Regulations 2013 • Health and Safety at Work Act 1974 • Social Security (Claims and Payments) Regulations 1979, with respect to ‘accident book entries’. • Where the Council is expected to comply with the Claims Protocol
<p>How the law protects you:</p>	<p>The UK GDPR and the DPA 2018 set out how we can lawfully use personal information. Complying with the law protects individuals from harm and the Council will only ever process your information where we are legally able to.</p>
<p>Our responsibilities</p>	<p>The UK GDPR and the DPA 2018 provide us with our main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with the UK GDPR and DPA2018.</p> <p>For further information on our responsibilities, please see https://www.ipswich.gov.uk/content/privacy-policy.</p>
<p>Your rights:</p>	<p>The UK GDPR and DPA 2018 provide you with the following rights:</p> <ol style="list-style-type: none"> 1. The right to be informed 2. The right of access 3. The right to rectification 4. The right to erasure 5. The right to restrict processing 6. The right to data portability 7. The right to object 8. Rights in relation to automated decision making 9. The right to withdraw consent 10. The right to complain <p>Requests in relation to your rights should be directed to the Council. A request can be made verbally but we would prefer for you to do so in</p>



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	<p>writing, by email to dataprotection@ipswich.gov.uk -or (in the case of a request for a copy of your personal data) using the Subject Access Request Online Form.</p> <p>If you are requesting to view CCTV footage, please visit Making a request to view CCTV.</p> <p>For further information on your rights, please see https://www.ipswich.gov.uk/content/privacy-policy.</p> <p>If you are unhappy with the way the Council has processed your information please contact dataprotection@ipswich.gov.uk The Council will look in to your concerns for you. If after that if you are still unhappy you may contact the Information Commissioner’s Office. Their contact details are available at www.ico.gov.uk</p>
<p>Your responsibilities</p>	<p>You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.</p>
<p>When do we collect information about you?</p>	<p>We collect information about you from different places, including:</p> <ul style="list-style-type: none"> • Information received through our complaints system, which could be provided by you or a member of the public etc • Information may be passed to Ipswich Borough Council by other public authorities such as other local Councils.
<p>What information do we maintain?</p>	<p>We will only collect and use the minimum information needed.</p> <p>The information about you which we will maintain may include:</p> <ul style="list-style-type: none"> • Name • Contact details • Address • Whether injured person is over or under 18 • Information relating to incidents, details of injury • information relating to individuals who are known to pose a risk to staff. This could include information relating to criminal convictions or offences including allegations. It could also include medical information such as mental health conditions. • information necessary for equality monitoring such as ethnicity, disability
<p>How do we use your information?</p>	<p>We will be using your information to:</p> <ul style="list-style-type: none"> • Keep records of accidents and incidents, in line with our legal obligations • Report incidents to regulators such as Health & Safety Executive in line with our legal responsibilities • Take steps to ensure safety of staff • Case management



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	<p>We will not use your personal data for other purposes other than for what it was collected unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).</p> <p>Automated processing/profiling:</p> <p>The Health & Safety team does not use your personal data in any automated decision-making or profiling activities.</p>
How long do we keep your information?	<p>We will hold your personal information in line with the Council's Retention Policy as follows:</p> <ul style="list-style-type: none">• Incident reports: for adults, 3 years 4 months after date of incident. For child, until they reach the age of 21 years and 4 months.• RIDDOR reports: 3 years statutory. Health surveillance incidents for 40 years.• Information relating to individuals who are known to pose a risk to staff: Inclusion on the list reviewed annually and information is retained as long as the person remains on the list. The data is deleted when a person is removed from the list or if an application for inclusion on the list is refused.• Case management records: six years <p>You have the right to request that your personal information is deleted at any time, however whether this is possible will depend on the reasons why the data is processed. The Council will consider your request and comply where possible. If it is not possible, we will explain the reasons to you.</p>
Transferring your information overseas	<p>Currently, we do not transfer any personal information outside of the United Kingdom</p>
Data sharing	<p>We may share your personal information with:</p> <ul style="list-style-type: none">• Other departments within the Council (Legal Services)• Insurers• Solicitors• Her Majesty's Courts and Tribunal Service• Occupational Health• Police• HSE• Fire Service• Other local councils
National Fraud Initiative NFI	<p>We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see , which can be found at https://www.ipswich.gov.uk/content/privacy-policy..</p>



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