

## Health & Safety Team: Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.

Brighton and Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

### Why we are processing your data

- We are collecting your data for the purpose of providing a health and safety advisory service to your school, and to ensure compliance with health and safety legislation where there is a statutory obligation to collect data (e.g. in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- We have a legal basis for collecting this data as you have opted to enter into a contract with us to deliver the above.
- We collect the following personal data in relation to the reporting and investigation of incident and accidents at work; and where requested by the school, to advise on specific individuals with a medical, SEN or other need in matters relating to their health, safety and welfare at the school:
  - Name, school email address, telephone number and email; personal home address, email and telephone number
- We collect the following special category (sensitive) data in relation to the reporting and investigation of incident and accidents at work; and where requested by the school, to advise on specific individuals with a medical, SEN or other need in matters relating to their health, safety and welfare at the school:
  - Age, gender, disability/ medical condition and/or SEN need if/where relevant
- Your data may be shared with the councils Insurance Team, Legal Services and Human Resources in order to meet our statutory obligation to report and investigate incidents and accidents at work. Incidents that meet the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the Health & Safety Executive and other enforcing bodies (Sussex Police, East Sussex Fire & Rescue Service as required.)
- To make sure that it delivers its functions as efficiently as possible; this Council may share your information with one of its local authority partners, namely Surrey County Council, East Sussex County Council etc, with whom it operates a shared service arrangement.
- We will hold your data for six years from the date of the incident/ accident unless it relates to asbestos, compressed air, hazardous substances or lead whereby it will be held for 40 years after termination of employment; Ionising Radiation whereby it will be held until age 75 or 50 years after termination of employment. We will hold your data in relation to requests/ provision of advice for 6 years.

### Your information rights

- You have rights around the information we hold on you, further information on your rights are available on [our website](#).

### Further information

- If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)
- BHCC's Data Protection Officer may be contacted on [gdpr@brighton-hove.gov.uk](mailto:gdpr@brighton-hove.gov.uk)