

Health and Safety (incident reports) Privacy Notice

About Us

This Privacy Notice explains the nature of the personal information that the University of Reading processes for the purposes of managing health and safety accident and incident Reports.

The University of Reading (**We** or **Us**) are data controller in respect of the information that We collect and that We process about you. Our contact details are The University of Reading, Information Management & Policy Services, Whiteknights House, Shinfield Road, Whiteknights, Reading, RG6 6UR, UK. Tel: +44 (0) 118 378 8981.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk

This Privacy Notice explains how data is collected, how it is used, your rights and who is responsible for your data.

Data We collect about you

To manage its operations effectively, and meet certain legal obligations and requirements, We need to collect, record, store, use, share, retain and destroy (collectively known as 'process') your personal data. We will collect and process a number of different types of personal data for the purposes of managing accident and incident reports. These are detailed below:

We collect the below categories of personal data directly from you:

- Your name and contact details
- (If applicable) Staff/Student number, School/Service, Department, Unit
- Your relationship with the University, for example, if you are a current student, staff member, visitor, or a member of the community;
- Whether the incident resulted in any of the following:

First aid treatment (including self-administered)

Visit to a doctor (GP) for assessment/observation

Visit to A&E

Ambulance attendance

Time off from work or study

- Your image, within any photos, videos, or other visual or audio media content that you provide to Us;

We may also receive personal data from people other than you, for example where someone else has reported an incident that you have been involved in and provided the details above. Where this is the case, you will be contacted promptly by a member of the Health and Safety team who will advise you of this.

Cookies

Our University Websites and platforms use cookies. Cookies are text files placed on your computer to help us analyse how users use our site.

We use different types of cookies. Some are essential or necessary for the functioning or security of our websites, some analytics cookies are used to help Us to measure the performance of our websites.

More information on our Cookies can be found here <http://www.reading.ac.uk/15/about/about-privacy.aspx#cookies>

How We use your data

We will process the above personal data for the below purposes:

- To respond to and investigate health and safety accidents and incidents
- To follow up on any identified health, welfare, or occupational health concerns
- To send you communications and seek further details of the incident as required
- To meet internal and external reporting requirements on accidents and incidents reported

Our lawful basis for uses of your data

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained below:

Data processed for the purposes of responding to accident and incident reports is done on the basis of compliance with our legal obligations and statutory duties within health and safety laws, including, but not limited to, The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, The Safety Representatives and Safety Committees Regulations 1977 and for purposes of public health protection.

Data processed for the purposes of monitoring and statistical research and reporting purposes is processed on the basis of our legitimate interests or for the performance of a public task in the public interest.

In the event that risk to life, welfare or security concerns arise We may share information with emergency services, for the protection of vital interests, or law enforcement agencies for the purposes of the prevention and detection of crime.

If We share personally identifiable details with Trade Union Safety Representatives, for the purposes of inspection in line with statutory duties, this will be done with your consent.

Who We share your data with

Your data will be shared internally with those staff involved in the management of health and safety incidents, including area health and safety coordinators. Details may also be shared with line managers or supervisors.

Your data may also be shared with contractors working for the University where they are involved in the management of health and safety incidents.

Where required your data may also be shared with enforcement agencies, government bodies and the emergency services.

Trade Union Safety Representatives may be provided with your data with your consent.

Retention of your data

Your data will be retained in line with University Records Retention schedules. Data shared with enforcement agencies, government bodies, emergency services and Trade Union Safety Representatives will be subject to the retention schedules of those organisations.

How We protect your data

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as externally hosted platform, software or cloud providers. Were We do this, We have measures and terms in place with those providers to ensure that they also protect your data.

Those handling your data are trained in the secure handling of your data and will handle this in confidence.

Your rights

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you

- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to exercise your rights, or have any concerns regarding how We have handled your personal information please contact our Data Protection Office at imps@reading.ac.uk

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.

Questions about this notice

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: University of Reading, Information Management & Policy Services, Whiteknights House, Shinfield Road, Whiteknights, Reading, RG6 6UR, UK

By email: imps@reading.ac.uk

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK. Contact: <https://ico.org.uk/make-a-complaint/>

Changes to this notice

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 13/09/2022.

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.