

## Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

### Health, Safety and Wellbeing Service – Accident and Incident Data

#### What Information do we need from you?

We need to know the following about you: name, occupation / job title, status, address, post code, contact number, contact email address, identification number (if applicable), gender and age.

#### Why do we need this?

We need this information to record accidents and incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

#### Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations as the lawful condition for us to do this.

We also need an appropriate lawful reason to processing sensitive data. In this case we are processing the sensitive data of individuals as a requirement of social security and protection law of a legal claim or judicial capacity and as a part of health or social care requirements.

#### Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: Leicestershire County Council (Legal Services, Insurance, Human Resources, East Midlands Shared Services), RISKEX Limited (AssessNET Incident Reporting) and The Health and Safety Executive (HSE).

#### How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK/ Europe.

#### How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires.

Record Name	Minimum Record Retention Period
Accident Forms	3 years for adults or Date Of Birth +25 years for children.
Accident Investigation Reports	3 years for adults or Date Of Birth +25 years for children.
Accident and Incident Statistics	3 Years

RIDDOR Reports (Including Occupational Ill Health and Dangerous Occurrences)	40 Years
--	----------

**What if something changes?**

If the information you provided changes or your circumstances change, please contact the Health, Safety and Wellbeing Service by email: [healthandsafety@leics.gov.uk](mailto:healthandsafety@leics.gov.uk) or telephone: 0116 305 5515. If we need to change something like who we want to share this information with, we will contact you to let you know.