

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 the

Health, Safety and Wellbeing Service

What Information do we need from you?

We may need to know or currently hold the following about you or about individuals connected with the school/academy: names of adults and children, address, email, mobile numbers, adult and children's date of birth, gender, occupation, identification number, adult's occupational health reports and adults and children's medical conditions/symptoms.

Why do we need this?

We need this information to provide a service that includes advice, guidance, counselling and training made for the purposes of enabling the customer to comply with the Health and Safety at Work (etc.) Act 1974 and to fulfil our legal obligation to record incidents as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and in our role as the competent person(s) as per section 7 of The Management of Health and Safety at Work Regulations 1999.

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 connected with the school/academy because this is necessary as part of their employment, 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), Praxis 42 Ltd (Display Screen Equipment E- Learning and Workstation Assessment +), eduFOCUS Limited (EVOLVE – Management of Offsite Educational Visits), Health Management Limited (Occupational Health Services) and First Response (First Aid) Limited (First Aid Bookings).

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. Please see the table below which summarises what data we may retain and for how long.

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.
Audit and Inspection Reports	3 Years
Risk Assessments	6 Years
Accident and Incident Statistics	3 Years
Occupational Health Screening Reports	Appropriate managers / head teachers should retain information for 40 years.
RIDDOR Reports (Including Occupational Ill Health and Dangerous Occurrences)	40 Years
COSHH Assessment	40 Years (Including all generic risk assessments which refer to COSHH Assessments)
Workplace / Environmental Exposure Assessments	40 Years if related to COSHH
Ionizing Radiation Records	50 Years
Offsite Educational Visits (EVOLVE)	6 Years
Display Screen Equipment – Workstation Assessments (Praxis 42)	6 Years
Wellbeing Service – Adult Client Risk Assessment and Notes	3 months after last counselling session
Wellbeing Service – Vulnerable Adult Client Risk Assessment and Notes	Up to the age of 25 or 3 months after last counselling session
Wellbeing Service – Child Client Risk Assessment and Notes	Up to 10 years after last counselling session
Wellbeing Service Client Referral Forms	3 months after last counselling session

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 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.