

Privacy notice – Health and Safety

Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS.

How do we collect information from you?

We collect information from you when you visit www.derby.gov.uk; also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from employees, third parties or internal departments

The information we use to deliver our services comes from:

- Human Resources through recruitment information filled in on our on-line job applications
- Human Resources from appointment details supplied by successful applicants as part of initial employment processes
- Reports of accidents, incidents of abuse aggression and violence
- Medication incident reports and safeguarding reports
- Occupational health reports
- Individual risk assessments
- Investigations of accidents and incidents, including taking of statements
- Training records
- Correspondence from insurers and solicitors relating to claims

How is your information used?

We may use your information to:

- Meet our statutory duty to report and record accidents and incidents
- Investigate the causes of accidents and incidents
- Investigate claims and complaints
- Implement recommendations from Occupational Health for individual employees
- Communicate with managers OH and HR regarding health and safety advice for individuals
- Provide evidence of training and an employee's competence.
- Monitor employees' health safety and wellbeing to enable the Council's legal obligations under health and safety legislation to be met
- Monitor management processes to make sure a consistent and fair approach is applied to health safety and wellbeing across the Council



- Develop corporate and local interventions to protect employees and improve health, safety and wellbeing.

Research & Statistics

Anonymised & pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

- The Health and Safety Executive (HSE), Care Quality Commission (CQC) and Ofsted – the office for standards in education, children’s services and skills, Police, Fire and Rescue Services and Public Health England
- The Council’s insurers and Councils Legal Services
- The Council’s Occupational Health Service and the Council’s Human Resources Department.
- Directors and Managers to enable them to fulfil risk assessment and risk management responsibilities under health and safety legislation

Full access to information within the Health and Safety Team is strictly limited to its members who hold and process health and safety information for the Council.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection Act 2018.



What security precautions are in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

None of our processes include automated decision-making.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand, whenever you provide us with personal information.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://www.derby.gov.uk/site-info/about-cookies/>.

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance

The Council House,
Corporation Street,
Derby, DE1 2FS

By phone: 01332 640763

By email: Data.protection@derby.gcsx.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number
Alternatively, visit ico.org.uk or email casework@ico.org.uk.

