

Privacy Notice

Health and Safety Support Team

Nature of work

Health and safety law requires the appointment of one or more “competent” persons to help employers to comply with legislation. At Solihull this role is fulfilled by Health and Safety Advisors within the Corporate Health and Safety Support Team, which is part of the Resources Directorate.

Part of the role of the Corporate Health and Safety Support Team is to have a system in place for the reporting, recording and, investigation of injury accidents that occur on Council premises or because of Council work. The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain ‘dangerous occurrences’ (incidents with the potential to cause harm)

Why we need your information

We will process personal information:

- for the purpose for which you provided the information
- to meet various legal requirements
- where it is necessary to protect individuals from harm or injury
- for the prevention and/or detection of crime including fraud

Type/Classes of information processed

We process a variety of information relating to individuals including:

- personal details
- medical details such as occupational health records

Who information is processed about

Due to our responsibilities in relation to the management of reporting and investigating accidents we may process information about any:

- employees of the Council
- members of the public
- service users in receipt of, or requesting, services from the Council
- businesses located within the Solihull borough area
- suppliers of good or services to the Council
- people/organisations interacting with any of the Council's services
- Witnesses to accidents/incidents

Who information may be shared with

Where necessary or required we share information with:

- The Council's insurance providers, legal advisors and claim investigators
- Health and Safety Executive (HSE)
- The Internal Audit & Investigations Team

How long we will keep your information

The Corporate Health and Safety Support Team will retain and destroy information relating to accidents and investigations in line with the Council's Management Retention Schedule. Records are kept for 3 years from the date that the record is created or 3 years after the injured parties 18th birthday, whichever is the greater.

Transfers Overseas

Information is not transferred overseas.