

## Staff safety register Privacy Notice

### Why we collect information about you?

The Council owes a duty of care to its employees under the Health and Safety at Work etc. Act 1974 and has a legal duty under RIDDOR – Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 – to record and report incidents of work-related violence.

In the event or likelihood of this happening, personal information about you will be collected to assess the risks to our employees (including the risk of reasonably foreseeable violence) and retained on a Staff Safety Register.

We will use the information we hold about you to assess if there is a risk to our staff when they contact or visit you.

### What information do we collect about you?

The categories of personal information held on the Staff Safety Register include:

- Your name
- Your address
- Contact details
- Notes and other information we obtain directly from you about actual or potential violent behaviour - for example we may make a note of the words you said if you threatened a member of staff
- Notes and information we obtain from any council department or third parties in relation to actual or potential violent behaviour
- Photographs/images recorded by the council's CCTV systems

### Our Legal basis for processing?

Our legal basis for processing is Article 6(1)(c) of the General Data Protection Regulation- legal obligation.

### Who do we share the information with?

Council staff who maintain the Staff Safety Register and staff who conduct site visits will have access to the data. Access is controlled and limited to those who need the information in order to carry out their duties safely.

In order to prevent unauthorised access or disclosure of the details on the Staff Safety Register, suitable controls are in place to limit the number of staff who can see the register.

Records will not be visible for general viewing.

Your information may be shared with other agencies, organisations and contractors that may come into direct contact with you. We do this to enable them to assess the risks to their employees as part of their work.

Under UK Data Protection laws, we also have a legal duty to pass information to third party organisations such as the Police if there has been a crime committed.

## **Is any information transferred to or stored on servers based outside the UK?**

No- data is held within the UK.

## **How long do we keep your information?**

The information will be held on the Staff Safety Register for a maximum of 12-months, at which point a review will be undertaken to establish if you should remain on the register or be removed, based on the level of perceived risk. An ongoing annual review of the data held will be carried out.

## **Who do we collect information from?**

We collect this information via a number of methods including:

- Collecting information from those who you may have been violent or aggressive towards
- Council employees who have completed an incident report form
- We may receive information about you from other organisations, agencies, or service providers
- We may receive information about you for a legal reason.

## **What are the consequences if we do not collect the data?**

The council would not be able to meet its duty of care under Health and Safety legislation.

## **Are any decision about you made by automatic means?**

No.

## **Your rights as a data subject**

By law, you have a number of rights as a data subject, and this does not take away or reduce these rights.

These rights are:

- Request **access to your personal information** (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request **correction of the personal information** that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- Request **erasure of your personal information**. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the **restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the **transfer of your personal information** to another party.

All information is processed in accordance with Tewkesbury Borough Council's data protection policy.

If you wish to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the council's Data Protection Officer in writing at [dpo@tewkesbury.gov.uk](mailto:dpo@tewkesbury.gov.uk), or via post to:

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