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**Service Area:** Environmental Health

**Work Area:** Regulation

**Contact Details:** 01443 811304

[FoodHealthSafety@CAERPHILLY.GOV.UK](mailto:FoodHealthSafety@CAERPHILLY.GOV.UK)

**Privacy Notice Name:** Accident Investigations

**Description of Privacy Notice:** This privacy notice will explain how Caerphilly County Borough Council's Environmental Health Group will use the information you have provided about yourself (personal data) when the Environmental Health Group have contacted you in order to investigate an accident or where we need to take any action in relation to enforcing the law.

## How we will use your information

### Source and type of information being processed

#### Categories of personal data obtained

Caerphilly County Borough Council's Environmental Health Group is responsible for the investigation of accidents within the workplace which are notified to Environmental Health via the Health and Safety Executive's RIDDOR notification system.

If Caerphilly County Borough Council's Environmental Health Group receives an accident notification about you this section will explain the categories of personal data that may be recorded by us:

- Name
- Address
- Date of birth
- Contact Details
- Nature of accident
- Employer details

#### Source of the personal data

The source of this information is via HSE's RIDDOR notification system.

### Purpose and legal basis for using your information

#### Purpose of processing

- To protect public health.

- To initiate investigations
- To investigate compliance with Environmental Health legislation.
- To prevent recurrences of incidents.
- For statistical analysis and returns.
- For surveillance and to determine trends
- To contact you in relation to Business Satisfaction surveys.

### **Legal basis for processing**

There is a public task requirement on public authorities to process your information as detailed below:

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

### **Details of main users of your information**

The main user of your information will be the Environmental Health Group in order to investigate accidents within the workplace.

Your personal details may be used by Caerphilly Environmental Health Group to contact you for the purposes of customer satisfaction surveys, in order to assess and improve the service we provide.

Information provided as a result of your interaction with the Environmental Health Group will be used for statistical analysis, both within Caerphilly County Council and by HSE.

### **Details of any sharing of your information with other organisations**

There may be occasions when data will be shared with the Care Inspectorate Wales under a memorandum of understanding.

### **Details of any external data processors**

- Your data is processed by HSE for the purposes of accident investigations, and for analysis, surveillance and determination of trends.

- Your details may be shared with law enforcement bodies purposes of the prevention or detection of crime or the apprehension or prosecution of offenders.
- Your details may be shared with other Local Authority Environmental Health Services (Including Regional or National Teams) who may be in a better position to assist you or take formal action in relation to breaches of Environmental Health legislation.
- Your details will be shared with the Courts if criminal or civil proceedings are initiated as a result of formal action.

### **Details of any external data processors**

Data will be processed by HSE for surveillance and statistical analysis.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 1998.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

### **Details of retention period**

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

In relation to your information, it will be retained for 6 years in line with the Caerphilly CBC Public Protection Document Retention Policy.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection Act 1998**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

## Summary Privacy Notice

### **How we will use your information**

Caerphilly County Borough Council's Environmental Health Group will use your information in order to investigate workplace accidents reported via the Health and Safety Executive's RIDDOR notification system in order to protect public health.

Your data will be shared with the HSE for the purposes of accident investigation, determination of compliance with legislation and for analysis, surveillance and determination of trends.

If the Environmental Health Group takes formal action through the courts in relation to a workplace accident then your details will be shared with Her Majesty's Courts and Tribunals Service (HMCS).

Information we receive will be kept for 6 years in line with the Caerphilly CBC Public Protection Document Retention Policy.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)