

Health, Safety and Environment Incident Reporting Privacy Notice

1. Introduction

The Health, Safety and Environment Team needs to process personal information regarding incidents and near misses so that it can:

- Record details of all incidents and near misses;
- Investigate the causes of all incidents and near misses to prevent recurrences;
- Allow the University to satisfy the statutory requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Our contact details are:

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Aberystwyth University is the data controller and has a Data Protection Officer who can be contacted at infogovernance@aber.ac.uk.

This notice explains how we handle and use your personal information in line with current UK data protection legislation.

2. How we get your personal information

Personal information may be collected by the completion of an incident report form through the University's online incident reporting system following an incident or near miss. In instances where individuals have been affected or could have been affected by the event, this will include details such as name, department, address, telephone number, and email address. Incident report forms will also include details of the nature of any injuries sustained, and the contact details of any witnesses to an incident. The personal data included in Incident Report Forms will be used to:

- Allow the University to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences, in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- Investigate the root causes of all incidents and near misses to prevent recurrences and establish facts;
- Provide the University with a record of all incidents and near misses to have occurred arising from its activities.

3. Legal basis

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is that we have a legal obligation (Article 6(1)(c)). The reporting of incidents is a legal and statutory requirement for all employers, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. This ensures that the University is able to continually improve its health and safety management system, and thus meet its legal responsibilities in respect of the Health and Safety at Work Act 1974.

Some information collected for this purpose, particularly in respect of the health of the individual, may be defined as sensitive or referred to as special category data under UK GDPR. As we will be processing special category data, we have identified 'substantial public interest' as the appropriate Article 9 condition (UK GDPR Art. 9(2)(g)), together with 'statutory purposes' as the relevant Data Protection Act 2018 condition (DPA 2018 Sch. 1, Para. 6).

4. How your personal information is stored and how long it's kept for

Your personal data will be stored securely on the University's computer network. Only members of staff who need access to relevant parts, or all of your information will have authorised access.

Personal data provided on an Incident Report Form will be held for a minimum of three years, or until the statutory period until which an individual is able to bring a claim against the University has lapsed. For example:

- Children have three years from the date of their 18th birthday in which to bring a claim;
- Certain types of occupational hazards (e.g. asbestos, radiation) may be subject to extended data retention periods.

Beyond these periods, anonymised incident reporting statistics will be maintained for trending purposes.

5. Sharing your personal information

The Health, Safety and Environment Team may, in certain circumstances, disclose some of the information provided to third parties. This will include the Health and Safety Executive (HSE), when the incident results in certain serious workplace accidents, occupational diseases and specified dangerous occurrences, which require statutory reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Information may also, on occasion, be shared with the University's Insurers and/or legal representatives in instances where litigation due to personal injury or occupational diseases may be forthcoming.

The Estates, Facilities and Residences Administrative Team will hold information relating to incidents resulting in personal injury and/or occupational ill health, which may be subject to litigation processes.

6. Your rights

You have a right to access, to rectify and to restrict the processing of your personal information. Please visit the University Data Protection webpages for further information in [relation to your rights](#).

If you wish to exercise any of your rights, please contact hasstaff@aber.ac.uk.

7. More information

If you have any questions, contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk in the first instance. If you are unhappy with the way your personal information has been processed, you can contact the University's Data Protection Officer at infogovernance@aber.ac.uk.