

Health, Safety and Environment Incident Reporting Data Protection Statement

Summary

1. Aberystwyth University is a data controller under the Data Protection Act 1998 (DPA) and also under further data protection legislation due to be implemented in 2018.
2. The University's nominated representative is the:
Vice-Chancellor's Office
Aberystwyth University
Visualisation Centre
Penglais Campus
Aberystwyth
Ceredigion
SY23 3BF
3. 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.
4. 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. As a result, the lawful basis for processing this data is as a legal obligation. 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 etc. Act 1974.
5. The information collected for this purpose may be defined as sensitive or refer to special categories under the GDPR.

Details

6. The personal data of delegates is information collected by the completion of an incident report form 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.
7. The Finance Department will hold information relating to incidents resulting in personal injury and/or occupational ill health, which may be subject to litigation processes.
 8. 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.
 9. The Health, Safety and Environment Team will, in some 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, as stipulated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
 10. 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.

Further Information

11. As a data subject, you have a range of rights in relation to the data that the University holds about you. Further information is available at:
<https://www.aber.ac.uk/en/infocompliance/policies/dp/data-subject-rights/>
12. For any further queries in relation to the above, please contact the Data Protection and Copyright Manager, Dr Jonathan Davies, at infocompliance@aber.ac.uk.