

Privacy Notice for Health and Safety

Your Personal Data:

What we need

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. We only collect basic personal data, this does not include any special types of information, it does however include name, address, email etc.

Why we need it

We need to know your basic personal data in order to comply with Health and Safety legislation. The legal basis we rely on to process your personal data is article 6(1)(c) of the GDPR. The processing is necessary for compliance with our legal obligations under the Health and Safety at Work Act etc. 1974. We will only collect the personal data from you in order to carry out this obligation. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with it

All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it

We are required under UK law to keep your basic personal data (name, address, contact details) for 7 years if the person is aged over 18 at the time of the accident or up to 21 years where the person is under 18 at the time of the accident. The year will start counting from the date of birth of the individual child. After this time it will be destroyed. Information that you provide for marketing purposes will be retained until you notify us that you no longer wish to receive this information.

Who will your information be shared with?

Your personal data is recorded by the officers responsible for health and safety and Insurance at the Council. It may be necessary under the Health and Safety at Work Act 1974 for us to share your personal data with the following organisations/ partners:

- Health and Safety Executive (NI)
- Trade Unions

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you have the right to complain to the Information Commissioner's Office (ICO). Our Data Protection Officer can be contacted at: data.protection@lisburncastlereagh.gov.uk full details of can be found on the Lisburn & Castlereagh City Council website: www.lisburncastlereagh.gov.uk