



## **Privacy Notice for Health and Safety**

### **Why we are collecting your data**

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to comply with health and safety legislation. We will only collect the personal data from you we need in order to carry out this obligation.

### **What is the legal basis for processing this data?**

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 etc. Act 1974.

### **Who will your information be shared with?**

Your personal data is recorded by the officer(s) responsible for health and safety at the council and is not accessible by other officers.

We may disclose information to third parties where it is necessary to comply with a legal obligation. Where we need to disclose sensitive information such as medical details to a third party, we will only do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

The councils are required by law to protect the public funds they administer. We may use any of the information you provided for the prevention and detection of fraud. We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office. The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud.

### **We will not**

- Use your personal data for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad.
- Make decisions about you based on automated processing.

## Retention period or criteria used to determine the retention period

We are required to keep all records relating to health and safety for the periods detailed below.

Records Description	Start Event	Retention Period Years
All records relating to checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors	Life of check	6
Health and safety - prosecutions register	Year records created	6
All records relating to accident reporting where the person is aged over 18 at the time of the accident	Date of accident	4
All records relating to accident reporting where the person is aged under 18 at the time of the accident	Date of birth of individual	22

## Your rights

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

## Identity of Data Protection Officer

Data Protection Officer – Oliver Dixon, Senior Lawyer

## Contact details

Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Tel: 01323 410000

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)