

The following information applies to Workplace Accidents Service.

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstance. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Date of Birth
Gender
Contact Information

“Special” category Information Collected

Health

Purpose Collected

We have a statutory duty to investigate all workplace accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and 2003. We use the information to record incidents, investigate the incident and to notify the relevant authorities.

We use information collected to update our database of businesses we regulate for health and safety at work, identifying employers and duty holders with responsibility for complying with health and safety laws, record and investigate workplace complaints or concerns about working conditions, and to prevent and detect fraud or other criminal activity.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Public Task** as the processing is necessary for us to comply with the law namely:

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Workplace (Health, Safety and Welfare) Regulations 1992
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Some of your information may also be used:

- to safeguard adults, and children under the Children’s Act 1989
- for the prevention and detection of fraud under Digital Economy Act 2017 (Part 5)
- to assist with debt management or to assist with the collection of money owing to the borough council such as rent, council tax, or other sundry debts
- for the detection and prevention of crime under the Crime and Disorder Act 1998 (Reformed 2014)

Third Parties we might share information with

We will share your personal information with third parties where required by law or where it is necessary to administer your Housing Benefit, Council Tax Reduction or Second Adult Rebate application. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Other Government Bodies
Police Authorities
Public Health England
General Practitioners
Health Service Providers
Legal Practitioners
Your employer, educational or care institutions.

Third-Party Service Providers – Which third parties process my personal information?

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

M3 – The Council's IT provider M3 may have to access to your personal information on occasions where there is a fault

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.