

## Health and Safety Privacy Notice

### Introduction

Northern Regional College which includes the Health and Safety Department is committed to compliance with the Data Protection Regulations (GDPR) and the Data Protection Act 2018.

The H&S department is legally obliged to collect personal data for the protection of its students, staff, visitors and contractors who enter all of our campuses. This data may be requested by local authorities (such as HSENI) in the event of a serious accident or incident or by the legal profession and insurance companies who contest liability following such an accident/incident.

The College will process all personal data in compliance with the Data Protection Act 2018 for the purpose of ensuring the safety and well-being of all individuals who enter our campuses. We will never ask for information that is unnecessary to fulfil this purpose.

NRC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Catherine Guy.

### Lawful Basis

#### Personal Data

As a FE College our main lawful basis for processing your personal data are as follows

- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject; e.g. Health and Safety at Work Order (NI)

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

#### Special Category Data

We are also required to collect, process and maintain special category data such as data concerning your health, disability, learning need or long-term health condition. Our lawful basis for processing this information is mainly:

- **Article 9.2(f)** - processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- **Article 9.2(g)** - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- **Schedule 1(6) Data Protection Act (2018)** – Statutory etc and Government Purposes
- **Schedule 1(16) Data Protection Act (2018)** – Support for individuals with a particular disability or medical condition.
- **Schedule 1(20) Data Protection Act (2018)** - Insurance

Further information is available in the College Appropriate Policy Document.

## Categories of Personal Data

Personal data and special category data captured may include:

- Name of injured person
- Address
- Contact details
- Age
- Details of injuries
- Details of medical attention
- Accident/incident details
- Witness names/details
- Witness statement

Information may be obtained directly from the individual, or in some cases from a third party e.g. witnesses, line managers.

The College will only collect the necessary information required for these purposes is obtained and processed, and without it the College may not be able to fulfil its obligations.

## How do we Collect Personal Data?

We collect personal information about students and employees through the initial application stages from you, internal departmental processes, manual forms, telephone calls, disclosures from you and on-line systems.

**Who will have access to my information, or who will you share it with?**

Information may be shared with Senior Management of the College for operational reasons and where a lawful basis exists to process as is necessary and proportionate for intended purposes only. This may include the HR AND Finance Department who deal specifically with legal claims and queries. In regards accident and incident reports, the information is only shared with Campus managers, the Chief HR Officer and the Principal of NRC.

**How long does the H&S Department keep such information?**

Any information relating to an accident or incident will be kept for a period of 5 years to protect all parties should a legal request for.

We will share personal information with third parties where required to do so by law, where it is necessary to administer the working relationship with you or where there is a third party legitimate interest in doing so e.g. Health and Safety Executive, Auditors, College legal representatives and at times the PSNI.

We require third party service providers to respect the security of your data and to treat it in accordance with the law.