

**Service Area: Housing Services Health & Safety  
Directorate: Growth and City Development  
PN-0332**

**10/2023**

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The Housing Services Health & Safety Team are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

Nottingham City Council Housing Services Staff:

- Undertaking risk assessments of a project, programme, or task
- Occupational health surveillance data questionnaires, notices of appointments and results of appointments
- Reporting and investigation of an accident or incident
- Providing DSE self-assessment questionnaires and workstation assessments
- Providing reasonable adjustments required under the Equality Act 2010
- Providing Health and Safety training
- Undertaking audits and inspections of workplaces
- To process your correspondence
- To update you on services and support

### Housing Tenants and Members of the Public:

- Reporting and investigation of an accident or incident

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

### **What personal information will the Council process?**

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Name and current address
- Contact details including telephone number and email address
- Date of birth
- National insurance number
- Employment details such as department, job title and your work base
- Information you have shared with us voluntarily

The information we process about you may include the following 'special categories of personal data':

- Religious beliefs – (optional as may affect the types of PPE that can be worn)
- Trade Union membership – (relating to information provided by safety representatives)
- Physical or mental health – (relating to health surveillance, risk assessments, accident/incident investigations and reasonable adjustments)

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this processing is necessary for compliance with a legal obligation (Article 6 (1) c).

This is a result of the powers or duties contained in:

- COSHH Regulations 2002 (As Amended)

- Health and Safety at Work Etc Act 1974
- The Health and Safety (Display Screen Equipment) Regulations 1992
- Management of Health & Safety at Work Regulations 1999
- Equality Act 2010
- The Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations (2005)
- The Working Time Regulations 1998
- Manual Handling Operations Regulations 1992
- Construction (Design & Management) Regulations 2015
- Work at Height Regulations 2005
- The Control of Asbestos Regulations 2012
- Management of Health & Safety at Work Regulations 1999
- The Gas Safety (Installation and Use) Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (First Aid) Regulations 1981
- The Social Security (Claims and Payments) Regulations 1979
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Pressure Systems Safety Regulations 2000
- The Electricity at Work Regulations 1989
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Occupiers' Liability Acts 1957 and 1984
- Rider-operated lift trucks Approved Code of Practice and guidance L117

The condition under which we process 'special categories of personal data' is that such use is for employment, social security and social protection in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information being processed may also include personal data relating to criminal offences. The condition under which this information is processed is for employment, social security and social protection.

**Will my information be shared with other organisations or used for other purposes?**

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- The Health & Safety Executive
- Third parties we may engage to carry out audits, training, tests or checks on equipment on our behalf – such as external specialists (physicians, Occupational Health nurses, furniture specialists, ISO 45001 auditors)

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

**Do I have to provide the information?**

Depending on the purpose and legal basis for which we process your personal data, you **may be** obliged by statute or contract to provide the information that is specified here. For other purposes, if we were not able to process your personal data we may not be able to provide you with a safe working environment.

### **How long will the Council retain the data for?**

The information that you have provided will be kept for 6 years after the date of incident or the end of your employment. In the case of health surveillance information, this will be kept for 40 years

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

### **Information Rights**

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as ‘the right to be forgotten’

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

### **Data Protection Officer**

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House  
Station Street  
Nottingham  
NG2 3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

### **Information Commissioner's Office**

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK95AF

[www.ico.org.uk](http://www.ico.org.uk)

### **Further Information**

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .