

Cover Note Template – Incident Reporting

West Lothian Council is registered under the Data Protection Act 1998. By completing an incident form you are consenting for West Lothian Council to hold and use the data you have provided.

The data will be stored in two ways. Firstly the hand-written paper copy kept in a secure location and secondly it will be entered into a password-protected database within I Health and Safety Unit. The data will be processed and used for incident investigation, statutory reporting, administration and for statistical analysis purposes.

The information will only be available to authorised users within West Lothian Council and passed to external bodies with whom we are legally obliged to provide information.

Reviewed March 2010

