

Privacy Notice

Health and Safety

Who is responsible for your information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data controller, Data Protection Officer and contact details for the Council, please refer to the 'Data Protection and Privacy' page on the Council's web site: <http://intranet.westlothian.gov.uk/article/25676/Data-Protection-and-Privacy>

Information held about you

West Lothian Council's Health and Safety team will collect information from you and about you to ensure that we can meet the requirements of health and safety legislation.

We will collect the following information

Incident and Accident Investigation –

- Details of those involved - name, address, date of birth, telephone number
- Personal accounts of involvement in incidents
- Details of any injuries sustained during an incident and any length of absence from the workplace.

Use of computer equipment –

- Health information related to using computer equipment whilst at work.

Use of vibrating tools-

- Health information gathered on an annual basis that is required by law when you use certain types of tools and equipment.

Lone worker devices-

- Name, date of birth and a personal mobile number.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

The functions of the health and safety team are set out in the Health and Safety at Work Act and regulations made under the Act. This means we carry out a wide range of activities to

make sure that West Lothian Council operate safely to protect the health, safety and well-being of employees and those who use and access council services.

Where the law requires us to we will collect information in relation to the business of West Lothian Council and the individuals with who we interact.

We use this information to:

- Assist in the investigation of accidents
- Assist in the assessment of risks
- Comply with specific legal requirements

Who we will share your information with?

We will sometimes be required to share information we gather for accident or incident investigation with, for example:

- External Regulators -The Health and Safety Executive,
- Emergency services– Police Scotland, Fire and Rescue Service
- Other Local Authorities
- Scottish Environmental Protection Agency
- Organisations acting on our behalf - Occupational Health Provider.
- Other relevant Council Departments
- Solicitors acting on or behalf of the Council
- Fraud Prevention
- Recognised Trade Union Representatives

However, we will only do this where it is permitted by law, or in the case of Trade Union Representatives, you have authorised this information to be given to them.

How long do we keep your records?

We will keep your information:

Incident and Accident information is kept for three years unless the law requires it to be kept longer i.e. Asbestos related incident forty years

Information related to the use of computer equipment seven years.

Health information from health surveillance screening carried out for using vibrating tools will be kept for 40 years.

Lone worker device information will be kept for the duration of the use of the lone worker device.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Please note that we will reserve the right to redact

information before release where it may identify a third party. An example of that may be witness details to an accident.

Email – customer.service@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal to the [Information Commissioner's Office](#).

Further information

Please submit an enquiry if you would like to contact the council regarding the processing of your data. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

More information about data protection and how it applies to you can be found on the [Information Commissioner's Office](#).