

## **Health & Safety Team – Privacy Notice**

This should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

The detail below provides additional detail relating to the processing of Personal Data in relation to the provision of Health & Safety Services.

### **Details of information obtained from third parties:**

We obtain data from the data subject, their employer or colleague, employees at council sites or other council teams.

### **The information that we collect about you:**

This could include

- Name, address and date of birth.
- Employee number or other means to identify you
- Employment details
- Personal and work contact details
- Risk Assessments
- Training Records
- Accident and incident data

### **How is your information used?**

We may use your information to:

- Identify and contact you
- Assess the risk of your environment or wellbeing
- Maintain records and report on training delegates
- Document, record and report accidents and incidents to Shropshire Council Employees; Shropshire Council sites; those with a service level agreement or contract with Shropshire Council.

### **Research and statistics**

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

### **Who has access to your information?**

Your information is private and will only be shared when it is necessary and lawful to do so.

We may share your information with the following third parties for the reasons detailed;

- Solicitors/Barristers and other investigators due to claims and investigations
- Internally – HR Advice, Risk Management & Insurance, Occupational Health
- Statutory agencies, such as the Police, Health & Safety Executive (HSE) – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.
- We share your email addresses and names with our DSE training and risk assessment software provider to enable them to send email links out to complete the training and risk assessment.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

### **What are your rights in relation the personal data we process?**

Please refer to the main notice for this information.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

### **What security precautions in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **Complaints and concerns about the handling of your personal information:**

Please refer to the main notice for this detail.

### **This Notice was last updated on:**

September 2025